

1968

Virginia Commonwealth University Bulletin

Virginia Commonwealth University

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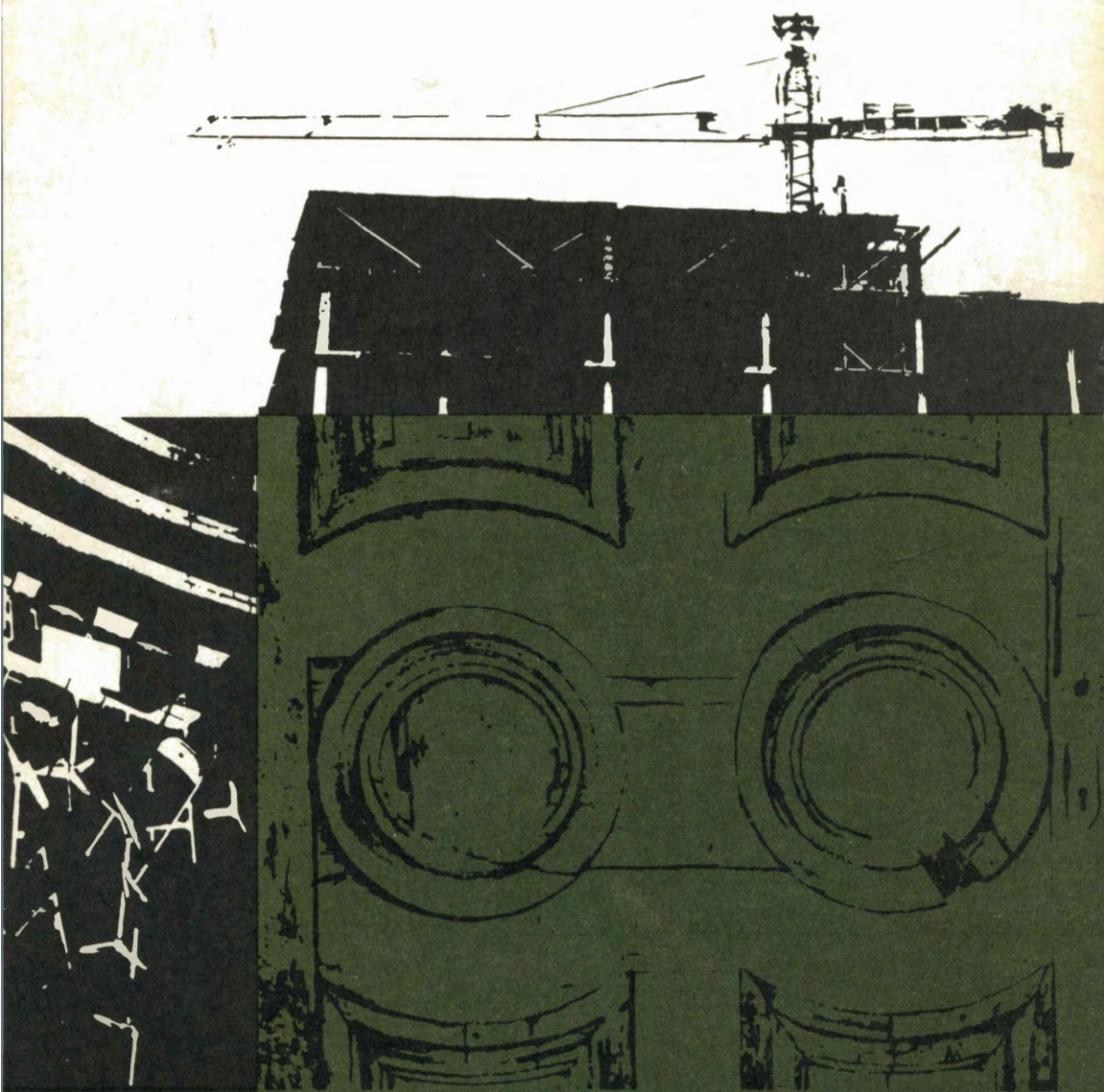
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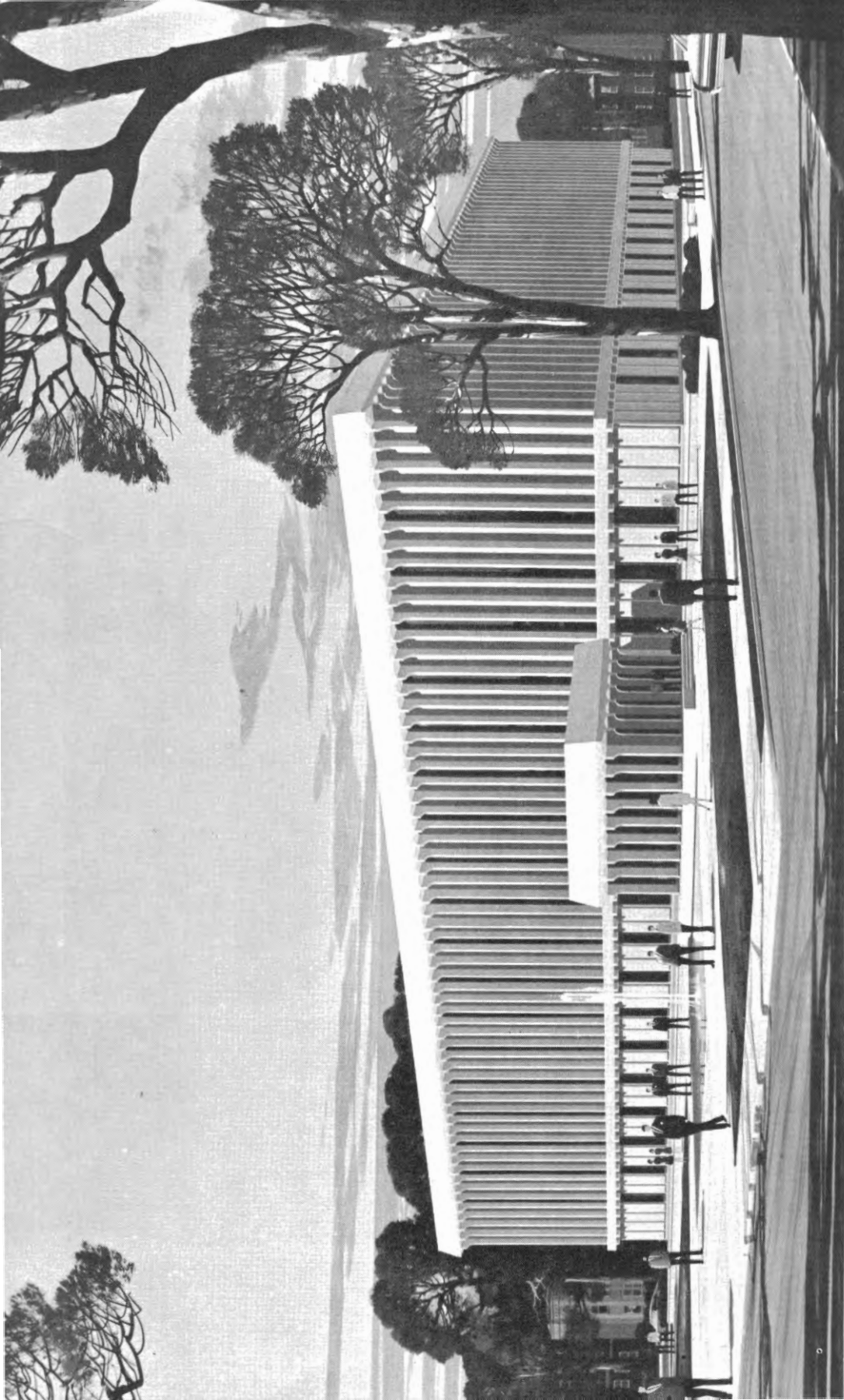
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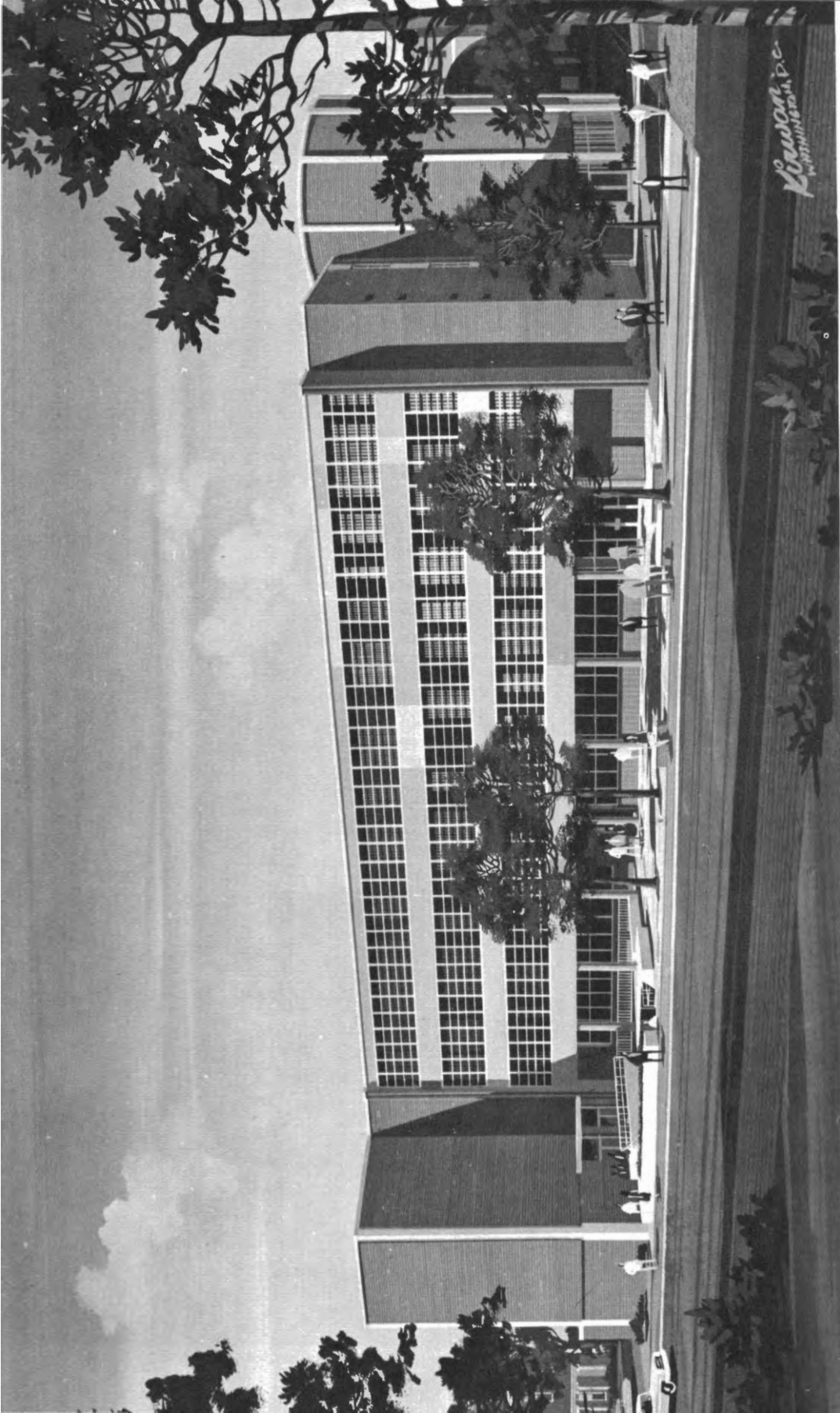
virginia commonwealth university



1968-1969 bulletin



Cabell Library—to be completed in 1970



Hibbs Building—Cafeteria and Classrooms

BULLETIN
of
VIRGINIA COMMONWEALTH UNIVERSITY
(Academic Division)

CATALOGUE ISSUE
1968-1969

Volume XLIII

No. 6

July, 1968

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PREFACE

Virginia Commonwealth University was created by an Act of the Virginia General Assembly during the 1968 Session of the Legislature. The University was formed by combining the Richmond Professional Institute and the Medical College of Virginia. The R.P.I. unit of the new institution is to be known as the Academic Division of the University and the Medical College of Virginia has been designated as the Health Sciences Division of the University.

The creation of the Virginia Commonwealth University became effective on July 1, 1968.

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VIRGINIA COMMONWEALTH UNIVERSITY
UNIVERSITY CALENDAR 1968-69 / FIRST SEMESTER

1968

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30

- September 6 —General Faculty Meeting, 10:30 a.m.
Faculty Advisers' Meeting, 2:00 p.m.
- September 8-14—Orientation for all freshmen and transfer students
- September 10-11—Planning session for new students with advisers
- September 12-13—Registration for new students
- September 16 —Beginning of Classes, 8:00 a.m.
- September 18 —Last day of Add/Drop period
- September 23 —Opening Convocation (Monday)

OCTOBER

S	M	T	W	T	F	S
..	..	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31

- October 25-26—Homecoming
- October 29 —Convocation (Tuesday)

NOVEMBER

S	M	T	W	T	F	S
..	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- November 13—Mid-semester grade reports filed with Registrar, 9:00 a.m.
- November 27—Beginning of Thanksgiving holiday, 1:00 p.m.

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

- December 2 —Last day to file application for Bachelor and Associate Degrees
- December 2 —End of Thanksgiving Holiday, 8:00 a.m.
- December 2-13 —Academic counseling period
- December 10,11,12—Advance Registration for Spring of 1969, 12 Noon to 8 p.m.
- December 20 —Beginning of Christmas Recess, 5:00 p.m.

1969

JANUARY

S	M	T	W	T	F	S
..	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	..

January 6 —End of Christmas Recess, 8:00 a.m.
 January 14 —End of classes, First Semester, 5:00 p.m.
 January 15 —Study Day
 January 16-24—Mid-year Examinations

FEBRUARY

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	..

SECOND SEMESTER

January 29 —Orientation for new students
 January 30 —Registration
 February 3 —Beginning of classes, 8:00 a.m.
 February 5 —Last day of Add/Drop period
 February 19—Convocation (Wednesday)
 February 24—Last day to file application for Master's Degree

MARCH

S	M	T	W	T	F	S
..	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31

March 26—Mid-semester reports filed with Registrar, 9:00 a.m.
 March 28—Beginning of Spring Recess, 5:00 p.m.

APRIL

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30

April 7 —End of Spring Recess, 8:00 a.m.
 April 14-May 2—Academic Counseling Period
 April 24 —Convocation (Thursday)

MAY

S	M	T	W	T	F	S
..	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- May 6, 7 —Advance Registration for Fall semester, 1969, 12 Noon-9:00 p.m.
- May 15 —Final qualifying date for granting of Master's Degrees
- May 16-17 —Parents Weekend
- May 23 —End of classes, 5:00 p.m.
- May 26-June 4 —Final examination period

JUNE

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30

- June 8 —Commencement Day

SUMMER SESSION 1969

- June 11-12—Summer Session Registration
- June 16 —Beginning of Six Week Session, Day and Evening

JULY

S	M	T	W	T	F	S
..	..	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31

- July 25—End of First Session
- July 28—Beginning of Three Week Session

AUGUST

S	M	T	W	T	F	S
..	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31

- August 14—Close of Evening Summer Session
- August 15—Close of Three Week Session

SCHOOL OF ENGINEERING AND ARCHITECTURE IN COOPERATION WITH VIRGINIA POLYTECHNIC INSTITUTE

Fall Quarter, 1968

September 8-14—Orientation and Registration of all students as shown above
September 16 —Beginning of Classes, 8:00 a.m.
December 9-13—Examinations

Winter Quarter, 1969

January 6 —Registration
January 7 —Beginning of Classes, 8:00 a.m.
March 14-18—Examinations

Spring Quarter, 1969

March 20 —Registration
March 21 —Beginning of Classes, 8:00 a.m.
March 29-April 6—Spring Recess
June 2-6 —Examinations

Other information on School of Engineering and Architecture on page 198.

PART 1—GENERAL INFORMATION

AIMS AND FUNCTIONS OF THE UNIVERSITY

HISTORY AND DEVELOPMENT

HEALTH SCIENCES DIVISION

BUILDINGS AND LOCATIONS

ACCREDITATION

SCOPE OF INSTRUCTIONAL PROGRAMS

EVENING COLLEGE

SUMMER SESSION

CENTER FOR CONTINUING EDUCATION

PLACEMENT SERVICE

PARENTS AND FRIENDS ASSOCIATION

ALUMNI ASSOCIATION

PART I—GENERAL INFORMATION

AIMS AND FUNCTIONS OF THE UNIVERSITY

The general aim of Virginia Commonwealth University is to provide opportunities for students to develop their understanding, imagination and skills to enable them to assume places of leadership in a rapidly expanding modern urban society. In addition to serving individual students in a wide variety of instructional programs, the University seeks to serve the urban society of which it is an integral part. Faculty members and students are encouraged to participate in the social, business, cultural and professional life of the community. Through participation, research and service, the University aims to assist the community and its people in meeting many of the complex problems of the modern city. In turn, the community provides a broad training ground and laboratory for the student. The community then becomes the campus for the growing urban university where professional education is combined with broadening experiences in the traditional liberal studies to assist the individual in developing as a competent worker and an enlightened citizen.

Cognizant of the complexity of modern life and the expanding opportunities in the future, the University strives to maintain a flexibility in its programs and functions in order to serve its students and the community in a changing society.

HISTORY AND DEVELOPMENT

Richmond Professional Institute (one of the components of Virginia Commonwealth University) began as the Richmond School of Social Work and Public Health in September, 1917. The School opened with thirty-one students and one full-time teacher and director, Dr. Henry Horace Hibbs. Training programs for social workers and public health nurses were efforts to meet the country's wartime needs. From the very beginning, the Institution has attempted to prepare persons in many vocational and professional fields. From an inconspicuous beginning as an independent institution, the curriculum gradually expanded to include programs in Recreational Leadership in 1918, Extension Courses in 1920, and Dramatic Art in 1921.

In 1925, the Richmond School of Social Work and Public Health became the Richmond Division of the College of William and Mary. During the same year the young Institution moved to its present site at Franklin and Shafer Streets. From 1925 to 1940 the struggling branch college existed on student fees and occasional contributions, since no provision was made by the State for its support. In 1928, the young "Institute" added a School of Art and in 1936, the School of Art added departments of Costume Design and Interior Design. In that same year the School of Social Work was made a graduate school. The School of Distribution was added in 1937. In 1939 the name of the Institution was officially changed to Richmond Professional Institute of the College

of William and Mary. In 1940, the General Assembly made its first appropriation from tax funds for the maintenance and operation of the Institution. In that same year the School of Business was organized and in 1941, the School of Music opened. The following year witnessed the beginning of the School of Occupational Therapy and the Department of Applied Psychology. In 1946, Virginia Polytechnic Institute established a two-year branch of engineering studies in Richmond in cooperation with the Richmond Professional Institute. In 1947, the Department of Elementary Education was established and in 1950, courses in Journalism were first offered.

In 1953, Richmond Professional Institute, heretofore accredited through its connection with the College of William and Mary, was elected to full membership and accredited in its own name by the Southern Association of Colleges and Schools. In 1955, the School of Rehabilitation Counseling was initiated and in 1957, several two-year programs in Engineering Technology were organized.

During the period from 1917 to 1959 the chief resident administrative officer was Dr. Henry H. Hibbs. He served first with the title of Director, then Dean, and later Provost. Upon his retirement in 1959, he received many tributes in recognition of his outstanding service to the Institution, to the State and to the community of Richmond.

Dr. George J. Oliver, who was Director of Extension for the College of William and Mary, assumed the duties of the Provost on July 1, 1959, and in 1960 his title was changed to President.

By act of the General Assembly in 1962, Richmond Professional Institute was separated from the College of William and Mary and made an independent state-supported institution, effective July 1, 1962. In 1964 a School of Education was organized and a two-year program in Law Enforcement was initiated. In 1966, the School of Arts and Sciences was organized from existing programs to provide broader opportunities for students seeking an education in liberal studies.

Upon the retirement of Dr. George J. Oliver in July, 1967, Dr. Roland H. Nelson, Jr. was named the President. The Institution, now in its fiftieth year, has increased steadily in faculty, buildings, equipment, and support in order to provide more adequately the scope of offerings sought yearly by more than 10,000 men and women enrolled in the combined programs of full-time, part-time, and evening classes.

After two years of study, a special commission, appointed by Governor Godwin, recommended to the Virginia General Assembly that Richmond Professional Institute be joined with the Medical College of Virginia, another state-supported institution of higher education, to form the Virginia Commonwealth University. The new University will become effective on July 1, 1968.

HEALTH SCIENCES DIVISION

A description of the history, location, accreditation, and program of the health sciences division of Virginia Commonwealth University, known as the Medical College of Virginia, is available in a separate catalogue. Catalogues and general information on the Health Sciences Division may be obtained by writing to: Medical College of Virginia, Richmond, Virginia 23219.

BUILDINGS AND LOCATION

The academic division of the University is located in a residential section of downtown Richmond with buildings on Grace, Shafer, Franklin, and Harrison Streets, and Park and Floyd Avenue, beginning at Monroe Park (700 block) and extending through the 900 block to Harrison Street. Present plans call for extending the campus southward toward the James River.

The first building occupied by the RPI segment of the Institution at its present site was Founder's Hall at 827 West Franklin Street. It was used from 1925 to 1930 as a classroom and a dormitory. Now it is used as a women's dormitory. In 1930, a large mansion located at 901 West Franklin Street was purchased for use as a classroom and administration building. It is still serving this purpose. In all, between 1925 and 1959, thirty-six pieces of real estate was acquired, including several substantial buildings which have been adapted to educational use. Since 1959 over twenty-five additional pieces of real estate have been purchased; many of these properties have been razed to provide sites for new buildings for the College.

In 1951, the Gymnasium Building at 813-819 West Franklin Street was constructed and an addition to this building was completed in 1958. A modern classroom building on Shafer Street, known as the Hibbs Building, was completed in 1958-59. The south wing and extension of this building was completed in 1967. A modern science building, located at 810 Park Avenue, was completed in 1962 and a west wing was added to the building in 1965.

The newest completed building on the campus is the 19-story women's dormitory named in honor of Mr. Webster S. Rhoads, Jr., a member of the Board of Visitors, who died in December, 1967. This modern structure will house 700 women. An apartment building at 801 West Franklin was acquired in 1964 and remodeled to house 500 women dormitory residents. A converted residence building at 916 West Franklin Street serves as a student center and houses various student lounges and activities offices, including student government offices. A large office and apartment building (Franklin Terrace) at 821 West Franklin Street was acquired and remodeled in 1967 to provide for a number of classrooms and offices.

Buildings either under construction or to begin construction during 1968 include: (1) a new gymnasium; (2) first wing of a new library; and (3) a fine

arts building. In addition to these projects, the 1968 General Assembly authorized the following buildings to be built during the 1968-70 biennium, subject to the state-wide approval of a general revenue bond program: (1) a School of Business and Distribution building; (2) a School of Education; and (3) a Chemistry building.

As a modern urban institution of higher education, Virginia Commonwealth University seeks to identify with the city of which it is a part. Its campus is the community itself, although a cluster of some nine major educational buildings comprise the heart of the institutional campus. These buildings blend the old with the new and the classic with the modern to remind one of the many facets of the larger community surrounding the institution. The University is dedicated to preserving the best of the past and blending it with the vibrant growth of the present and the promise of the future. The University will seek to preserve this blend in its physical setting.

ACCREDITATION

Virginia Commonwealth University is a member of and accredited by the Southern Association of Colleges, which is the general accrediting agency for colleges in this region. Individual schools or departments hold membership in and are accredited by various other associations including the following:

- American Council on Social Work Education
- American Occupational Therapy Association
- National Association of Schools of Music
- American Collegiate Retailing Association
- Virginia State Department of Education
- National Association of Business Teacher Training Institutions
- Council on Medical Education and Hospitals of the American Medical Association (Occupational Therapy and para-medical programs)
- American Association of Colleges of Teacher Education.

SCOPE OF INSTRUCTIONAL PROGRAMS

The instructional programs of Virginia Commonwealth University are offered on three levels as follows: (See pages 59-61 for listing of degree programs.)

Associate degree programs—leading to the Associate in Arts or Associate in Science degrees in several two-year terminal programs in technical fields or the first two years of general education in the arts and sciences.

Baccalaureate degree programs—leading to the B.S., B.A., or B.F.A. degree in a wide variety of general and professional fields of study.

Graduate degree programs—leading to master's degrees in a number of general and professional fields of study. Doctoral programs are currently available in the Health Sciences Division.

EVENING COLLEGE

A wide variety of courses are offered in the evening for the benefit of those students who seek to continue their education on a part-time basis and for those full-time students desiring to take part of their course work in the evening. The evening and day programs form a single educational unit with many of the regular full-time faculty members teaching evening courses. Some classes are taught in the evening because the qualified instructors required for these specialized courses are available only in the evening hours. Evening courses carry regular college credit and have the same status as regular day courses. Such courses are usually offered on campus but may be scheduled at more convenient locations within the Richmond metropolitan area.

Although there is no limit placed on the number of credits that may be earned in the Evening College, generally, no more than 21 credits may be taken toward a VCU degree as a non-matriculated student. (see page 24 for information relating to admission to the Evening College.) A separate bulletin of Evening College offerings is available upon request to the Director of the Evening College.

SUMMER SESSION

A variety of course offerings are available in the summer; a six-week session followed by a three-week session runs from mid-June to past mid-August. During this period a nine-week evening session runs concurrently. For those desiring to earn 12 credits during the summer, several courses are offered during a 12-week period from mid-June to early September. For complete information and bulletins, inquiries should be addressed to the Director of the Summer Session.

CENTER FOR CONTINUING EDUCATION

The Center for Continuing Education is a coordinating agent for sponsoring or assisting the various schools and departments in sponsoring non-credit adult education programs, such as workshops, institutes, seminars, in-service training programs, and television series. Programs are announced in special bulletins from time to time. For more information, inquiries should be addressed to the Director of Continuing Education.

PLACEMENT SERVICE

As a service to undergraduate, graduate students, and alumni, VCU operates a placement service. This Office schedules regular campus interview visitations

with major manufacturers, business establishments, and school districts in Virginia and neighboring states.

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association is an organization of parents of students and friends of the Institution. A quarterly publication of the Association is mailed to all parents and friends to keep them informed of the growth and development of the University. An annual meeting is held each spring during Parents' Weekend.

THE ALUMNI ASSOCIATION

The Alumni Association unites those who have studied at Richmond Professional Institute and Virginia Commonwealth University and who left the Institution as graduates or in good standing. The purpose of the Association is to assist the Institution in its growth and development. An Alumni fund has been established to stimulate an annual giving program to aid the Institution in its development.

PART II—ADMISSION REQUIREMENTS

INFORMATION FOR PROSPECTIVE STUDENTS

GENERAL REQUIREMENTS FOR ADMISSION

SPECIFIC REQUIREMENTS FOR ADMISSION

**SUBJECTS REQUIRED FOR ADMISSION AS
FRESHMAN**

ADMISSION OF TRANSFER STUDENTS

READMISSION

ENROLLMENT OF SPECIAL STUDENTS

SUMMER SCHOOL ADMISSION

ADMISSION TO GRADUATE SCHOOL

PART II—ADMISSION REQUIREMENTS

INFORMATION FOR PROSPECTIVE STUDENTS

Virginia Commonwealth University is a coeducational state-supported institution located in Richmond, the capital of Virginia. As an urban institution of higher learning, the University provides a wide variety of instructional programs in general studies and in preprofessional and professional fields at a reasonable cost to the student.

Today, after 50 years of service, the institution enrolls over 10,000 students per year with approximately 6,000 of these being full-time degree seeking students and over 4,000 being part-time students. Over 350 students are pursuing graduate studies on a full-time or part-time basis. The proportion of men and women is about equal.

There are over 1700 dormitory spaces with 1400 of these being reserved for women students under 21 years of age. Approximately 1200 out-of-town students live in off-campus rooms and apartments. The majority of the students commute to the College from the surrounding metropolitan area and a large proportion of the students earn their college expenses by working at part-time jobs.

GENERAL REQUIREMENTS FOR ADMISSION

All applicants must be at least 16 years of age, a graduate of an accredited secondary school, and present a satisfactory health certificate and evidence of good character.

Students are advised to make application for admission early in their senior year of high school. The final deadline for the fall semester is July 15. Applications for the spring semester must be received by December 1. Application forms may be secured from high school counselors or by writing to the Director of Admissions, Virginia Commonwealth University, 901 West Franklin Street, Richmond, Virginia 23220. A \$10.00 fee must accompany each application for admission.

New freshmen students generally are not admitted to the following divisions in mid-year: Art, Journalism, and Engineering and Engineering Technology (Electrical-Electronics).

All candidates for admission must take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Candidates should take the May test in the junior year or the December test in the senior year, but later test scores are acceptable. The RPI (VCU) code number for the CEEB application is 5570. For information concerning dates and places of testing, consult high school guidance officers or write to Educational Testing Service, 20 Nassau Street,

Princeton, New Jersey. There are no specific dates on which students are notified of acceptance. The admissions process is a continuous year-round activity. Generally, action will not be taken on any application until all pertinent records (transcripts, health certificate, recommendations and test scores) are available and processed. Applications require from one to three weeks for processing after all pertinent records have been received.

When students are notified of acceptance by the College, they will also be notified of the conditions under which the College will hold a place for them in the term in which they seek to be enrolled.

Prospective students and their parents are welcome to visit the campus and discuss plans with the admissions counselors. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday, and 9:00 a.m. to noon on Saturday. In order to insure that a counselor and/or a school representative is available, students are advised to write or call the office of Admissions for an appointment.

SPECIFIC REQUIREMENTS FOR ADMISSION

Consistent with the wide choice of programs available to the prospective student, the academic division of VCU maintains a variable policy on admissions and a decentralized procedure for considering each application. This means that admissions requirements may vary somewhat depending upon the particular program selected by the student.

The basic requirements for admission as a freshman are similar for each undergraduate program except that certain schools such as Art and Music require additional evidence of aptitude. Art students are required to furnish a portfolio of their achievements. Music students are required to audition.

Since the number of applicants who meet the essential requirements for admission exceeds the number that can be admitted, the University selects those students who present: (a) the strongest qualifications in scholarship achievement, character, personality and performance in extra curricular activities, and (b) evidence of aptitude for achievement in the professional or specific field of study for which the applicant seeks training.

Specifically, students are selected on the basis of: (a) their high school records (courses of study, grade averages, and rank in class); (b) academic aptitude as reflected in tests of the College Entrance Examination Board; and (c) evidence of interest and motivation as supplied through recommendations of qualified observers and personal interviews.

SUBJECTS REQUIRED FOR ADMISSION AS FRESHMEN

Except for Art, Arts and Sciences, Business, Engineering, Education, Nursing, and Occupational Therapy, applicants for admission are not required to have

completed a specified list of subjects in high school, the major factor in admission being the possession of genuine interest in and a real aptitude for the specialized subjects to be taken at Virginia Commonwealth University. In the following programs applicants should have completed specific high school units or other requirements:

Art

Applicants to the School of Art will be given special assignments intended to measure, in part, the student's ability and aptitude for the field. These assignments are to be done at home and will form part of the basis upon which an evaluation will be made.

Arts and Sciences

Students applying to the School of Arts and Sciences must have four units in English, two units in algebra and one-half unit in plane geometry, two units in a foreign language, two units in a laboratory science, and two units in history or political science. Students who are otherwise acceptable but who are deficient in units of mathematics or foreign languages may be admitted with the understanding that they will be required to make up these deficiencies without college credit.

Business

Students applying to the School of Business must have a minimum of one year of high school algebra.

Engineering

(In cooperation with Virginia Polytechnic Institute)

Students must have four units in English, four in mathematics, one in a laboratory science, one in history, and six other units. The four units in mathematics must include two units in algebra, one in geometry, and one-half unit in trigonometry. The remaining one-half unit may be in advanced algebra, solid geometry, or higher mathematics. Applicants who do not have the required units at the time of graduation from high school should attend summer school in order to qualify for full admission.

Applicants to Engineering must take Achievement Tests in English and Mathematics given by the College Entrance Examination Board in addition to the Scholastic Aptitude Test.

Education

Students applying to the School of Education should have identical high school units to those required in Arts and Sciences.

Occupational Therapy

Students seeking admission to Occupational Therapy should have four units in English, one and a half units (preferably two units) in algebra and geometry, one unit in history or social studies, one unit in science, and other units to total sixteen. Foreign Language is desirable.

ADMISSION OF TRANSFER STUDENTS

Transfer students compose a large portion of the VCU student body, and applicants are eligible for admission at the beginning of any semester. Applications must be received by June 15 for the fall semester, December 1 for the spring semester, or May 1 for the summer session.

Students with credit for one, two, or three years' previous work in accredited colleges and universities are admitted provided they present evidence of good standing at the institution last attended and otherwise meet specific admission requirements.

A minimum of 30 credits toward the final requirements must be completed in residence at Virginia Commonwealth University.

Students who are not in good standing at their former institutions must wait one year from effective date of ineligibility before submitting an application to the Virginia Commonwealth University. This rule applies to attendance in either day or evening classes, and for degree seeking and non-degree seeking applicants.

Acceptable course credits from other institutions will be recorded on the student's permanent record at Virginia Commonwealth University, together with the grades earned if they are applicable toward a degree program. Regardless of the quality of work done at other institutions, however, transfer students must maintain a "C" average in the credits earned at VCU toward a degree. Credits earned at other institutions carrying a grade of "D" will not be accepted for transfer. Credit for technical or professional work (comparable to content and quality of courses at VCU) taken in other accredited institutions may be transferred if completed in recent years.

Not over fifteen professional credits in Education may be transferred to VCU if taken seven or more years ago.

READMISSION

A degree seeking student in good standing who fails to register for any given semester is required to submit an application for readmission to the Office of the Registrar in order to become eligible to register in any subsequent term. Such forms are provided by the Office of the Registrar. If the student has been out of school for more than one calendar year his application must be accompanied by a \$10.00 fee.

Application for readmission must be received by July 15 for the Fall term, December 1 for the Spring Term, and May 1 for the summer session.

Any student (degree or non-degree seeking) applying for readmission who is academically deficient is not permitted to enroll in either day or evening classes for a period of at least one semester subsequent to the first suspension or for one academic year subsequent to a second or later suspension. Eligibility for readmission must be established in accordance with procedures set forth under "Continuance in College" in Section V of this catalogue.

The Office of the Registrar will notify applicants whether or not the request for readmission has been approved.

ENROLLMENT OF SPECIAL STUDENTS

Students who seek to continue their education at VCU without requesting admittance to a degree program may enroll as special part-time (less than 12 credits) students in either day or evening classes for credit provided they meet the following criteria: (1) The student must be a graduate of an accredited secondary school or be a graduate of an equivalent program; (2) if he has attended another college, he must be in good standing (eligible to return to that college); (3) if he has been suspended from VCU for academic reasons, he must re-establish eligibility for future enrollment in either day or evening classes in accordance with procedures set forth under "Continuance in College" in Section V of this catalog; (4) if he has been suspended from another college for academic reasons, he must wait for at least one academic year before enrolling in the evening division; (5) if he has been suspended from VCU or another college for disciplinary reasons, he must secure the permission of the Dean of Students at VCU before he is eligible to register for classes as a special student.

All students enrolling as non-degree students will be classified as special students until they are admitted to a degree program. Credits earned as special students will be recorded and while there is no limit placed upon the number of credits that can be taken in this classification, generally no more than twenty-one credits earned as a special student may be counted toward a degree at VCU. Thus, students planning to earn a degree should seek to be admitted at the earliest possible time even if they expect to continue working on their degree on a part-time basis.

It is highly desirable for special students to apply early and have transcripts and other essential credentials sent in prior to registration, either to the Office of Admissions or to the Evening College Office (for evening classes).

Those special students who are unable to apply early or prefer not to do so may obtain and file the required application as late as the last day or evening of registration. The special student will be allowed six weeks from the date classes start in which to furnish the Admissions Office or the Evening College Office with the required credentials. If the credentials have not been received by the end of the six-week period, the student will be classified as an auditor and may not receive credit for the course.

SUMMER SCHOOL ADMISSION

Matriculated students in good standing at VCU may continue their studies through the summer sessions without special records or permission. Matriculated students at VCU who have been dropped for academic deficiencies may seek to make up these deficiencies in subsequent summer sessions in accordance with procedures set forth in "Continuance in College" in section V of this catalog.

Non-matriculated students seeking to enroll in the summer session must submit "Certificates of Good Standing" from the college last attended or a Certificate of High School Graduation or its equivalent. Such certificates must be submitted prior to the completion of the registration period to establish eligibility for enrollment in the summer session.

ADMISSION TO GRADUATE SCHOOL

A graduate bulletin describing requirements and procedures for admission to graduate programs will be sent upon request. Address inquiries to: Graduate School Office, Virginia Commonwealth University, 901 West Franklin Street, Richmond, Virginia 23220.

PART III—EXPENSES AND FINANCIAL AID

A. FEES AND EXPENSES

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PART III—EXPENSES AND FINANCIAL AID

A. FEES AND EXPENSES

It is expected that students shall pay all applicable fees enumerated in this section prior to registration for each semester. Students are reminded, however, that the University reserves the right to revise or alter all fees, regulations pertaining to student fees, and fee collection procedures whenever such revisions or alterations are deemed necessary.

APPLICATION FEE AND DEPOSITS

Application Fee: Each student applying for admission or readmission to the University shall pay a \$10.00 non-refundable fee. This fee shall accompany the application form sent to the Admissions Office.

Tuition Deposit: Upon receipt of official notification that a student has been accepted for admission to the University, the student shall be required to pay a \$25.00 tuition deposit within two weeks after notification. The deposit is non-refundable on cancellation but is applicable to the next semester's tuition.

Dormitory Deposit: A \$25.00 dormitory deposit is also required upon receipt of official notification of acceptance. This deposit is also non-refundable on cancellation. The dormitory deposit is *not* applicable to the room and board charges but remains on deposit to be applied toward possible room damage. As such, the deposit shall be returned, minus any damage charges, when the student terminates his status at the University.

TUITION CHARGES PER STUDENT

Undergraduate Full-time:

Virginia Resident

\$400 (per academic year)

Non-Resident of Virginia

\$700 (per academic year) 1968-69

\$800 (per academic year) 1969-70

(NOTE: The above tuition charges apply to all full-time students. Full-time students are those students who are enrolled for 12 or more credits in a given semester. An academic year includes two semesters.)

Definition of Virginia Resident: Section 23-7 of the Code of Virginia states: "No person shall be entitled to the admission privileges, or the reduced tuition charges, or any other privileges accorded by law only to residents or citizens of Virginia, in the State institutions of higher learning unless such person has been **domiciled in, and is and has been an actual bona fide *resident of Virginia for a period of at least one year prior to *the commencement of the term, semester or quarter for which any such privilege or reduced tuition charge is sought, provided that the governing board of such institutions may require*

longer periods of residence and may set up additional requirements for admitting students.

Exceptions to Tuition Charges: The above tuition charges apply to all full-time undergraduate students except:

- (a) Engineering students on the quarter system in cooperation with VPI.
(See School of Engineering and Architecture.)
- (b) Occupational Therapy students in their clinical year of training, for which there is a yearly fee of \$120.00.

Undergraduate Part-time: Part-time undergraduate Virginia resident students shall be charged \$18.00 per semester credit in day and evening classes.

Part-time undergraduate non-residents shall be charged \$25.00 per semester credit in day and evening classes.

Graduate Full-time and Part-time: All fees pertaining to graduate students are listed in the graduate school bulletin.

SPECIAL CHARGES

Due to the nature of some specialized programs various schools and departments charge each student additional fees to cover special materials, equipment breakage, etc.

The following minimum semester fees are charged for those students registering in the specified courses:

School of Art:

Foundation Program—\$15.00 to cover all subjects

Art Education—301, 302, 401, 402, 405—**\$5.00 each course**
406, 406—**\$10.00 each course**

Art History—No fees

Crafts—253, 254, 255, 309, 310, 313, 314, 413, 414, 353, 354,
453, 454, 359, 360, 409, 410—**\$5.00 each course**
251, 252, 365, 366, 509, 510—**\$10.00 each course**
351, 352, 451, 452, 513-4, 551-2, 553-4, 559-60, 609-10,
613-4, 651-2, 653-4, 659-60—**\$15.00 each course**

Communication Arts and Design—214—**\$5.00 fee**
205, 243, 433, 434, 244—**\$10.00 each course**

Fashion Art and Fashion Design—no fees

Interior Design—301, 302, 401, 402, 201, 202, 311, 312—**\$5.00 each course**

Painting and Printmaking—215, 216, 315, 316, 415, 416, 515, 516
—\$5.00 each course

Sculpture—111, 112, 211, 212—\$5.00 each course
311, 312, 411, 412, 511, 512—\$10.00 each course

Department of Chemistry: Each student is charged for breakage incurred. Regular safety glasses are required.

School of Education: 407 (\$5.00).

School of Music: Private Lessons. Refer to School of Music, page 247. Rental of practice rooms \$15.00 per semester.

School of Occupational Therapy: 111 (\$2.50); 213 (\$5.00); 312 (\$2.50); 415 (\$5.00); 455 (\$2.50).

Department of Physical Education: 117W, 117M, 217W, 217M, 220W (\$7.00)

Department of Retailing: 116 (\$7.50).

Non-recurring Fees (undergraduate)

Application Fee	\$10.00
Graduation Fee	
(includes: diploma and use of cap and gown	
during the senior year.)	
Bachelor's degree	14.00
Associate degree	12.00
Change in Registration	3.00
Late Registration (full-time students)	8.00
Room Change	5.00
Transcript Fee	1.00
Rental of Parking Space (when available)	5.00 per month
Excess Credits (students enrolled for more than	
18 credits per semester)	18.00 per sem. credit

Student Activities Fee: All full-time undergraduate students shall be required to pay a comprehensive fee covering student activities scheduled throughout the school year (concerts, plays, athletic events, etc.) The comprehensive fee shall be \$12.00 per semester.

All undergraduate part-time day students (those carrying 7 through 11 credits) shall be required to pay a \$5.00 per semester comprehensive student activity fee.

PAYMENT OF TUITION AND SPECIAL FEES

Tuition is payable by the semester as follows:

	Virginia Residents	Non-Virginia Residents
First Semester—by		
August 15 -----	\$200.00	\$350.00
Second Semester—by		
January 15 -----	\$200.00	\$350.00
TOTAL TUITION PER ACADEMIC YEAR	\$400.00	\$700.00

Special Charges and Fees are due and payable at the time of payment for each semester's tuition charges.

FEES FOR DORMITORY RESIDENTS

The charges for matriculation, tuition, and other instructional services are the same for dormitory residents as for commuting students. Other charges for the academic year—

Room rent	
Rhoads Hall Dormitory -----	\$410.00
Monroe Terrace Dormitory and all other dormitories	
for women -----	\$400.00 ✓
Men's dormitories -----	\$350.00
Room Deposit and Damage Fee -----	\$ 25.00
Laundry -----	\$ 24.00
Infirmary -----	\$ 24.00
Student Activities Fee -----	\$ 24.00 ✓
Board	
Full-board plan (21 meals per week) -----	\$420.00
A la carte Cafeteria (approximately) -----	\$440.00
(The meal plans are described more fully in the section below.)	

Room Rent: Each student for whom dormitory space has been reserved will receive a notice from the Admissions Office specifying a date by which a payment of \$25.00 must be received by the University. Rooms in dormitories are rented for the entire academic year of nine months. Exceptions may be made for students who complete their course of study at the end of the first semester or, for other reasons satisfactory to the University, have arranged in advance at the time of enrollment to rent a room for one semester only. Women students who marry during the school year will be required to move out of the dormitory. Certain exceptions may be granted by the Dean of Women. (No refund or rebate of room rent is made for any cause after the dates for closing room reservations as stated above, and subletting is not permitted.)

400
24
24
24
420
896

Board: All students who live in University dormitories are required to take their meals in the University dining facilities.

Full-Board Plan: Dormitory students. All students who live in University dormitories are required to take their meals in the University dining facilities. The University administration believes the full-board meal system will be more satisfactory and more economical in most cases. This plan provides 21 meals per week for students and seconds are permitted. The cost is \$420 for the school year.

Cafeteria: Returning junior and senior dormitory students who elect to do so may take their meals in an a la carte cafeteria. This cafeteria is also open to commuter students for all meals.

Summary of charges for dormitory resident students using the full-board plan:

	Men	Women
With application for admission -----	\$ 10.00	\$ 10.00
Tuition deposit (applied to first semester fees) --	\$ 25.00	\$ 25.00
Dormitory deposit (in escrow as damage) -----	\$ 25.00	\$ 25.00
On August 15 for first semester -----	\$596.00	\$621.00
On January 15 for second semester -----	\$621.00	\$646.00
	<hr/>	<hr/>
	\$1277.00	\$1327.00

Summary of charges for dormitory resident students eating in the a la carte cafeteria:

	Men	Women
With application for admission -----	\$ 10.00	\$ 10.00
Tuition deposit -----	\$ 25.00	\$ 25.00
On August 15 for first semester -----	\$386.00	\$411.00
On January 15 for second semester -----	\$411.00	\$436.00
	<hr/>	<hr/>
	\$832.00	\$882.00

- 1. Non-Virginia residents add \$150 each semester to the total charges shown.
- 2. Women residents in Rhoads Hall Dormitory add \$5.00 each semester.

INCIDENTAL EXPENSES

It should be stressed that a student will incur at college not only those expenses for which he is billed by the school, but will, in addition, pay for clothing, books, supplies, travel, transportation, and many out-of-pocket expenses. A student should therefore plan to make allowances for such expenses in figuring the cost of each year at the University.

INSURANCE

The Virginia Commonwealth University is not responsible for accidents occurring to students in connection with class, laboratory, shop, field work, athletics, student activities, travel, or other activities. The University offers to its students, however, through the North America Assurance Society of Virginia, a Group Student Accident and Hospitalization Insurance plan whereby the students are covered for twelve months, beginning in September, whether in school during the summer months or not, for \$22.50; coverage is offered also for the nine-month school year for \$17.50. Students are insured for the medical expenses resulting from accidents up to a cost of \$1,000.00 including hospitalized sickness benefits. A student participating in athletics is required to obtain the above insurance. Such a policy is offered by a number of insurance companies. For further information, write the Bursar, Virginia Commonwealth University, 901 West Franklin Street, Richmond, Virginia 23220.

A small comprehensive fire, water, and theft insurance policy on student property is recommended since the University is not responsible for losses due to fire or theft or water damage.

REFUNDS AND REBATES

A full-time student who withdraws in good standing shall be entitled to a refund of a portion of his tuition, board, health fee, and laundry for the semester in which he is currently enrolled. He shall not be entitled to a refund of any non-refundable fee as indicated in certain sections of this catalog.

Request for Refund: A request for a refund shall be made in writing to the University Auditor before said request can be considered. Each request must be made in compliance with the following schedule:

	Portion of Fees Refundable
Within first 5 days of semester -----	90%
Within 30 days -----	75%
Within 60 days -----	50%
After 60 days -----	no refund

Refund to Part-time Students: Refunds will be made to part-time students only in case of illness certified by a physician. Whenever a part-time student is approved for a refund, the refund will be made on the same basis as that applying to full-time students.

DELINQUENT ACCOUNTS

The University will not issue a degree, transcript of grades, or grade reports to any student who has not paid all charges in full. Students whose accounts are

not paid in full may not be admitted to final examinations at the end of semesters.

B. FINANCIAL ASSISTANCE TO STUDENTS

Virginia Commonwealth University maintains a Financial Aid Office to offer financial assistance, when possible, to deserving and qualified students in an effort to help these students overcome financial obstacles to the attainment of a degree.

INSTALLMENT PAYMENT OF FEES

The University does not offer a financial aid plan for direct payment of semester charges on the installment basis. For those parents who wish to pay for college costs in installments, the University recommends they apply to the Tuition Plan, Inc. The Plan makes money available only for those expenses for which a student is billed by the University.

A descriptive brochure on the Plan may be secured from the Tuition Plan, Inc., 575 Madison Avenue, New York, New York 10022.

APPLICATION

The Financial Aid Office provides an application which pertains to all financial assistance offered by the University. Students may request the mailing of an application by writing in care of this office. An indication should be made as to the marital status of the applicant.

UNIVERSITY SCHOLARSHIPS

In determining a student's financial need for scholarship assistance, Virginia Commonwealth University utilizes the College Scholarship Service. Freshmen, and upperclassmen must submit different forms, to different places, as indicated below:

<i>Type Student</i>	<i>Form Used</i>	<i>Where Obtained</i>	<i>Where Returned</i>
Freshman	Freshman Parents Confidential Statement	High School Counselor or Financial Aid Office, VCU 901 W. Franklin Street Richmond, Virginia 23220	College Scholarship Service (see address on form) Return by March 15.
Upperclassman	Renewal Parents Confidential Statement	Financial Aid Office, VCU 901 W. Franklin Street Richmond, Virginia 23220	same as above
Married and Independent Student	Student Confidential Statement	Financial Aid Office, VCU 901 W. Franklin Street Richmond, Virginia 23220	same as above

Scholarship Aid Available: The following scholarships are available at the University to be granted to deserving and qualified students:

Provost's Scholarships. Each year, Provost's Scholarships are awarded to the rising sophomore, junior, and senior who have achieved the highest cumulative grade point averages in their respective classes, and in addition to the two students who have achieved the highest grade point averages in the University. These scholarships are awarded solely on the basis of academic average, with no regard to financial need.

Undergraduate Scholarships for Virginia Residents. These scholarships are awarded to undergraduate students who are residents of the Commonwealth and who demonstrate financial need and academic promise. Inquiries should be directed to the Financial Aid Office.

Student Government Scholarships. The Student Government Association has a limited number of scholarships to be granted in modest amounts. These scholarships are available to full-time students who meet the qualifications of scholastic achievement, character, and need. Inquiries should be directed to the Financial Aid Office.

Departmental Scholarships. Several schools and departments have limited scholarships restricted to students enrolled in that particular school or department. Inquiries should be directed to the head of the school or department concerned.

STUDENT LOAN FUNDS

National Defense Loans. Under the National Defense Student Loan Program, as provided for under the National Defense Education Act of 1958, as amended, a needy and capable undergraduate student may borrow funds to cover costs directly related to college charges for which the University bills him. Any full-time or half-time student (*half-time* must carry at least 8 credit hours) or prospective student, who has been formally accepted for a degree program, or who is enrolled in such a program, may apply for a loan. Contact the Financial Aid Office for details of loan application procedures, interest accumulated, method of repayment, etc.

Federal Guaranteed Loans. Under the Higher Education Act of 1965, a student can obtain a loan to complete his college education. A student may apply for one of these loans through a participating commercial bank located in the state in which the student resides. In Virginia, the Commonwealth (through its agent, the State Education Assistance Authority) and the Federal government co-guarantee ninety per centum of the principal of these loans. For Virginia residents, a brochure describing the program, and a list of participating banks, may be obtained from: State Educational Assistance Authority, 1116 State Planters Bank Building, Richmond, Virginia 23219.

Cuban Student Loan Program. This program provides for loans, under terms similar to the terms of the National Defense Loan Program, for Cuban students who, because of current political conditions in Cuba are unable to obtain funds. Interested students who qualify should write the Financial Aid Office for applications and information.

Johnson Memorial Loan Fund. These loans are available in limited amounts. The fund is maintained by donations from friends of the College. Inquiries should be directed to the Financial Aid Office.

Student Government Association Loan Fund. The Student Government Association has a limited number of loans to be granted in modest amounts. These loans are available to full-time students who meet the qualifications of scholastic achievement, character and need. Inquiries should be directed to the Financial Aid Office.

Departmental Loans. Several schools and departments have limited loans restricted to students enrolled in that particular school or department. Inquiries should be directed to the head of the school or department concerned.

OTHER FINANCIAL AIDS

Educational Opportunity Grants. As provided for under the Higher Education Act of 1965, Educational Opportunity Grants, non-repayable, are available for exceptionally needy students who, but for one of these grants, would not be able to attend college. Proposed chiefly for incoming freshmen, additional awards may be made for past expression of academic success. Awarded to undergraduates only, these grants are restricted by law to those students who are receiving, in the estimation of the Scholarship and Loan Committee, sufficient and reasonable help from parents.

Work-Study Jobs. Many students will be offered the opportunity to work in "work-study" jobs. These jobs, which are on-campus, are often ordinary student jobs, except that the work-study worker must be paid at least the currently prevailing Federal minimum hourly wage. The jobs consume a maximum of 15 hours per week. Ordinarily a student who is awarded a work-study job will be assigned to a particular department prior to his arrival on campus. Some few students with particular skills may not be assigned until arrival on campus.

It is most important that a student who is awarded a work-study job should expect to receive this portion of his aid in bi-weekly installments. A work-study recipient, therefore, should use his work-study earnings for such expenses as books, supplies, and clothing, and other regularly re-occurring expenses. Work-study earnings are not credited directly to tuition, room or board. Applications must be filed with the Financial Aid Office for consideration.

Part-time Employment. A number of jobs, other than those described above, are available on campus to any student. Students who want only a part-time job, and no other financial aid, should request an application for part-time employment from the Financial Aid Office.

Other Aid Sources. Many churches, fraternal organizations, civic groups, and businesses offer aid to students, although this aid is often not widely publicized. Interested students should investigate possibilities in their own communities, states, and regions.

Graduate Students. Besides the financial aid mentioned above, graduate students enrolled in certain schools or departments (e.g., School of Social Work, School of Rehabilitation Counseling) may be eligible for scholarships, loans, or assistantships. The specific school or department should be contacted regarding this aid.

GENERAL COMMENTS

Information and applications on financial aid may be obtained from the Financial Aid Office located at 920 West Franklin Street, second floor, Richmond, Virginia 23220. All applications should be returned as soon as possible so as to give each student the benefit of sound financial counseling. The Scholarship and Loan Committee requires that a new student first be accepted by the college before any decision can be made concerning his or her application.

Deadlines by which applications for financial aid should be submitted (both by currently enrolled students and by new students) and dates for availability of applications are indicated below:

<i>Financial Aid to Cover</i>	<i>Application Available</i>	<i>Date to Return</i>
September-June	October 30	March 15
February-June	October 30	November 15
Summer Session	March 15	April 30

PART IV—STUDENT LIFE

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CAFETERIA

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COUNSELING SERVICE

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PART IV—STUDENT LIFE

INTRODUCTION

One of the great advantages of an urban institution such as Virginia Commonwealth University is its dynamic interaction with the surrounding community providing religious, cultural, and entertainment opportunities to its students. The activities of the University supplement those of the Richmond area and one finds students and faculty attending and participating in nearly every phase of the life of the Community. Since VCU also offers many cultural and educational programs, citizens of the Richmond area are also frequent guests of the University.

Nearly every denomination has a religious facility within walking distance of the Institution and many have assigned clergymen to work closely with the College students. This provides the students with opportunities for worship, discussion, and counseling with members of their religious faith.

Dramatic presentations in Richmond are considerable in number and many offer reduced rates for students. Musical comedies, operas, ballets, concerts, and excellent drama are brought to the city auditorium and other theatres in the area. Productions of the Department of Dramatic Art are highly respected by students and Richmonders alike, and "one act" plays provide the non-drama major with an opportunity to participate in dramatic works.

The VCU School of Music presents a wide variety of programs. Student and faculty recitals, concerts by the choral group and the orchestra, as well as some of the specialized ensembles fill the school calendar and provide ample opportunity for hearing fine music both on and off campus. The Richmond Symphony Orchestra, an excellent musical organization, offers six concerts per year. These are open to students at reduced rates.

STUDENT HOUSING

On-campus housing facilities provide a diversity of physical structures to meet the housing needs of students. Approximately 1700 students live in university residence halls which vary in capacity from 20 to 700 and from old stately homes and mansions to modern high-rise dormitories. Thus, during his college career the student will have an opportunity to experience the rewards and demands of small and large group living.

All undergraduate women students under 21 years of age are required to live in dormitories unless living with their parents. Out-of-town males, who are in their first year of attendance at VCU, are required to live in men's dormitories. As space becomes available, others will be encouraged and in some cases required to live in college housing.

All rooms are adequately furnished, but some students wish to add personal touches and conveniences of their own. Since the buildings vary in age and occupancy, it is best to wait until arrival to decide on the extra furnishings. Students provide their own pillows, bedspreads, and blankets. The towels and bed linen are furnished and laundered by the College laundry service.

Rooms in the dormitories are rented for the academic year of nine months unless other arrangements are made. The student, or the parent or guardian, contracts to pay the rent for this period and refunds are not made in case of withdrawal except under unusual circumstances.

CAFETERIA

All dormitory students except returning juniors and seniors, are required to participate in the full-board plan for meals, unless specifically excused by the College after written appeal. The cafeteria is open for commuter students for all meals.

HEALTH SERVICE

The University also provides a small but well-staffed health service. Richmond has several well-staffed and equipped hospitals and laboratories as well as specialists in all fields of medicine. These facilities are used to supplement the university services in a way best suited to the students' needs.

Dorm residents are required to subscribe to the College Health Service which maintains an infirmary, nursing care, and consultation service with the college physicians as well as an excellent referral system to the medical community. A limited number of non-dorm residents are also allowed to register for the health service.

The student handbook contains more explicit information and regulations for dormitory students.

COUNSELING SERVICE

The purpose of the Counseling Center at Virginia Commonwealth University is to counsel any student desiring vocational, academic, or personal help.

The Counseling Center's objective is to promote self-evaluation, self-understanding, and self-direction for the individual student by giving the student the opportunity to see realistically his abilities, capabilities, interests, and needs in his social and academic surroundings.

Other services provided by the University are referrals consisting of more intensive personal counseling depending upon the needs of the individuals, and vocational and interest tests which are made available through the Testing Service for those students seeking specific vocational and personal direction.

While many students are referred to the Counseling Center by Faculty Advisers, the student should feel free to seek out on his own the services offered by the Counseling Center.

STUDENT GOVERNMENT

Since an educational institution is a multi-faceted organization, it is essential that all members of the academic community contribute to its life and growth. There are many opportunities for student participation in the life of the University and the institution looks to the Student Government Association for such contributions. This organization is the established channel of communication between the student segment of the community and the representatives of faculty, administration, alumni, and outside agencies.

Through the offices of the Student Government, representatives are appointed by the Provost of the University to the various standing committees which help shape institutional policy by making recommendations to the Academic Senate, the Provost, the President, and the Board of Visitors.

The Student Government operates under its own constitution, and has the authority, with the approval of the Dean of Students, to consider, promote, and put into effect projects which pertain to student life. Three of the more prominent committees on which students have a significant voice are the Student Activities Committee, the Student Life Committee, and the Student/Faculty Committee on Academic Affairs. The Student Activities Committee is composed of students and faculty members charged with the responsibility of recommending the allotment of student activities fees. These fees traditionally help support such activities as the college annual, the literary magazines, concerts and lectures, as well as other cultural, social, and educational opportunities on and off the college campus. The Student Life Committee affords an opportunity for faculty and student representatives to meet periodically and review the various aspects of student life and to recommend modifications of policies. Their regulations are outlined in the *Compass* and *Signpost*, student handbooks. The Student/Faculty Committee on Academic Affairs provides the means for the student body and the faculty to come together and participate in constructive dialogue on questions relating to academic programs. Committee members also serve as agents of communication for their respective legislative bodies.

HONOR SYSTEM

The Virginia Commonwealth University is proud to acknowledge and promote the existence of its Honor System. The students are encouraged to know and adhere to the specific principles of the Honor Code. The purpose of the Honor Code is not only one of regulation but also one of education. Its aim is to

make honor an integral part of each student's life, creating an environmental atmosphere conducive to the development of honorable traits and behavior.

Each student, who becomes a member of the University student body, by this action assumes of his own will certain responsibilities to the University and to himself. The student should understand that his attendance at the University presupposes his voluntary observance of the Honor System.

Infractions include cheating, stealing, and lying. All scholastic work whether it be in the lecture room, library, the student's room, or elsewhere is under the Honor Code.

A separate publication, "The Honor System, at the Virginia Commonwealth University," which contains detailed discussion of the Honor Code is made available to all students.

GENERAL REGULATIONS

DISCIPLINE

Registration as a student at Virginia Commonwealth University implies that the student will familiarize himself with the rules and regulations as long as he remains a student at the University or participates in any way in its activities.

Students are expected to maintain standards of dress and comportment both on campus and in the neighborhood which are generally acceptable to a school or business situation. To help in the administration of these regulations the University has vested disciplinary power in the Student Personnel Deans and the Discipline Committee, which is composed of students and faculty appointed by the Provost of the University. Any organization or activity which intends to use the name of Virginia Commonwealth University must first secure the consent of the University authorities.

APPEALS

Whenever a student is expelled or suspended from the Virginia Commonwealth University such person shall have the right to appeal in writing, to the Provost of the University through the Dean of Students within thirty days after the action of which he complains.

ORIENTATION

To insure each student the opportunity to make the most of the college facilities and services, the Orientation Program is conducted at the beginning of each semester for all freshmen and transfer students. This program marks the beginning of the academic session and new students are required to be in attendance. More detailed information, including dates, is provided in the calendar in the front of this bulletin and in notices sent from the Student Personnel Office.

CLUBS AND ORGANIZATIONS

For nearly every interest, personal or professional, there is an organization on campus where extra-curricular activities are pursued. Many hold joint meetings with affiliated associations in the City and students have an opportunity to meet, to discuss ideas, and to carry out programs with professional men and women in their field of interest. The following list presents most of the organizations affiliated with this Institution.

The Accidental Club (Music)
 Alexandria Society (History)
 Alpha Pi Omega (Drama)
 Alpha Sigma Sigma (Social Science)
 American Institute of Interior Designers
 Distributive Education Clubs of America
 Fashion Club
 Fine Arts Club
 Nurses Club
 Occupational Therapy Club
 Phi Beta Lambda (Business)
 Phi Mu Alpha (Music)
 Pi Sigma Epsilon (Marketing, Sales Management and Selling)
 Psi Chi (National Honor Society)
 The RPI Order of Technicians
 Society for the Advancement of Management
 (upperclassmen interested in management)
 Art Union
 Student Education Association

INTEREST CLUBS

Circle K International
 The College Orchestra, Band and Chorus (open to all students)
 College Quota Club
 Human Relations Council
 The Monogram Club (varsity letter-holders)
 Women's Recreational Association
 Radio Guild
 The Young Democrats' Club
 The Young Republicans' Club
 The Cotillion Club for Women
 The German Club for Men
 Epicurean Society for Men
 Carpe Diem Club for Women

RELIGIOUS CLUBS

Baptist Student Union
Canterbury Club (Episcopal)
Christian Church Club
Christian Science Organization
Hillel Club (Jewish)
Lutheran Student Association
Newman Apostolate (Catholic)
Wesley Foundation (Methodist)
Westminster Fellowship (Presbyterian)
Unitarian Club

ATHLETICS AND INTRAMURALS

Opportunity is provided for participation in the following intercollegiate sports:

For men: basketball, golf, wrestling, baseball, and crew.

For women: basketball, tennis, and field hockey.

A well-organized intramural program in a variety of sports is conducted for both men and women.

STUDENT PUBLICATIONS

Proscript. Students write, edit and publish the *Proscript*, a weekly newspaper sponsored by the Department of Journalism. In its pages are found campus news, letters to the editor and editorials covering timely topics.

Cobblestone. The college yearbook is published annually by a student staff and is partially supported by the Student Activities Fund.

Image. An award winning magazine published by students of the College to encourage the development and expression of creativity in writing and art. It is partially subsidized by the Student Activities Fund.

Signpost. This publication is the guide to student life and includes descriptions of:

- (a) Student Activities and the Student Government Association
- (b) General regulations
- (c) General academic information.

This publication is issued to all students at registration in September and to new students in February. All students are expected to become familiar with the information contained in *Signpost*.

Compass. This booklet concerns the customs and regulations of dormitory life. A copy is given to each resident upon taking residence on campus.

AUTOMOBILES

Dormitory students are not allowed to have automobiles except by special permission, which is rarely given and then only by the Dean of Women or the Dean of Men. It is required that all students, residents and non-residents, who drive vehicles to and from campus, register these cars with the Campus Police.

PART V—ACADEMIC REGULATIONS

MATRICULATION

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DEGREE REQUIREMENTS

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TRANSCRIPTS

PART V—ACADEMIC REGULATIONS

MATRICULATION

A student has matriculated when he has been admitted as a regular undergraduate student in some degree program. All degree candidates must be matriculated students. Part-time students desiring such status should file an application for regular undergraduate admission.

Degree programs are outlined in Section VI of this catalog.

ADVISING PROGRAM

Students shall be responsible for knowing and fulfilling all general and specific requirements relating to the completion of their degree program.

The heads of schools and departments, however, in cooperation with faculty advisers, endeavor to follow carefully each student's academic progress. Beginning with registration, a student is assigned to a faculty adviser who, in addition to giving academic counseling, is available for advice on vocational and personal matters. Students are encouraged to seek counsel whenever there is a need. If a faculty adviser is unable to resolve a problem satisfactorily, the student will be referred to the Counseling Center for additional help and counseling.

DEGREE REQUIREMENTS

In addition to the course requirements indicated in the curriculum outlines, candidates for any degree are governed by the following policies:

Degree Program. An overall grade point average (GPA) of at least 2.00 on work attempted at VCU is required for graduation for either an associate or bachelor's degree.

Major Concentration. An overall grade point average of at least 2.00 is required in the courses that comprise the student's major concentration.

Transfer Students. Transfer students are required to earn an overall grade point average of at least 2.00 on all work attempted at VCU.

Upper Level Courses. A minimum of 45 credits are required in courses numbered 300 and 400 for bachelor degrees.

Resident Requirement. Applicants are required to complete the last 30 credits at this Institution for either an associate or bachelor degree.

Armed Forces Service. Any student who has completed a minimum of six months' active service in any branch of the Armed Forces and who presents to the Registrar's Office proper proof of such service will be allowed up to four semester credits which can be applied only to satisfy required courses in Physical Education.

Correspondence Courses. Credits earned through correspondence courses are not acceptable toward a degree at VCU.

Total Credits Required. The total number of semester credits required for graduation will vary with the type of degree and the school involved. This information may be found under the several degree program descriptions in Part VI of this catalog.

Semester Credit Limitation. A student who fails to meet degree requirements after attempting 150 semester credits in his final degree program will be denied further attendance unless he has the expressed approval of the Academic Status Committee. Attendance at other colleges will be equated on the basis of the number of semester credits accepted toward the degree program.

Degree Application Deadline. Each student who expects to complete his degree requirements by the end of a term is required to file an Application for degree at the Registrar's Office no later than November 1 for the fall semester, February 15 for the spring semester, or July 15 for the summer session.

CLASSIFICATION OF STUDENTS

All students, both full-time and part-time, are classified by credits earned as follows:

Freshmen	1 to 23 credits
Sophomores	24 to 53 credits
Juniors	54 to 84 credits
Seniors	85 credits and above

The social or class standing of all students is identical with their academic classification.

STUDENT LOAD

A semester credit, the unit by which courses are measured, is defined as one hour per week of lecture-recitation or not less than two hours per week of laboratory work throughout a semester.

Full-time Students. The normal full-time student load constitutes a minimum of 12 credits and a maximum of 19 credits. The maximum load is approved only when there is every evidence that the student can carry such a load successfully.

Part-time Students. A student is classified as "part-time" if during any semester he is registered for 11 credits or less. The term "part-time" applies to degree seeking students, as well as non-degree seeking students.

Overload. Permission for overloads (20-21 credits) are approved only in the following cases:

- a. A senior in good standing who by taking no more than 21 credits can be graduated in the current academic year.
- b. A student in good standing who has earned at least 60 credits toward degree requirements and who has an academic average of "B" (not less than 3.00).

Underload. Permission for student loads under the normal 15 credits (but no less than 12) are approved under certain conditions, such as students who are in the last semester of their senior year, students engaged in part-time employment, students with family difficulties, or students with health problems.

ATTENDANCE REGULATIONS

The instructional program at VCU is based upon a system of class meetings involving lectures, discussion and special reading and reporting assignments. Therefore, it is important for each student to be in attendance on a regular basis. There is no system of "cuts." If a student must miss a class session, he is expected to have sufficient initiative to make up for himself the material missed. Absences for sickness, athletic trips and class field trips are the responsibility of the student. Instructors are not required to provide make-up examinations for students who miss such exams.

Instructors are responsible for recording attendance in their classes, particularly in 100-200 level courses. If a student misses several classes to the point of endangering his successful completion of the course, the instructor shall issue an official warning to the student through the Registrar's Office. If the student continues to miss classes up to 25 per cent of the class sessions, he may be dropped from the course with a grade of "F."

GRADING SYSTEM

Grades and Grade Points. College course work is measured both in terms of quantity (semester hours of credit) and quality (grades). Grades are assigned according to a letter system with each letter being assigned a grade point value. The letter grades and grade point values are as follows:

Grade Symbol and Meaning	Grade Point Value per Semester Credit
A—Superior	4
B—Good	3
C—Average	2
D—Passing	1
F—Failing	0
I —Incomplete	0
WF—Withdrawn Failing	0
WP—Withdrawn Passing	0

Grade Symbol and Meaning	Grade Point Value per Semester Credit
W—Withdrawn	0
AB—Absence from final examination	0
AU—Audit	0

The above scale is known as the four-point grading system since four points is the highest grade point value assigned.

The number of grade points earned is computed by multiplying the grade point value for the letter grade by the number of semester credits for the course. As an example, a student receiving an "A" in the first semester of freshman English (3 credits), receives 12 grade points.

Grade Point Average. The grade point average (GPA) is computed by dividing the number of grade points earned by the number of credits attempted.

Grade of "D". Subjects passed with a "D" grade or higher may not be taken over again for the purpose of improving the grade. The one exception to this policy is as follows: The dean of the school concerned may recommend that a course be repeated where the course is specifically required in the major concentration and where there is no appropriate substitute. This recommendation should be made only in unusual circumstances and must be approved by the Vice President for Academic Affairs. If a course with a "D" grade is repeated, the semester hours attempted and the grade points earned for both attempts are included in computing the cumulative grade point average.

When a student makes a "D" grade on a course which is critically fundamental to more advanced courses in the same subject-matter area, the Dean of the School concerned may recommend that a student strengthen his background by repeating the course on an Audit basis.

Grade of Incomplete. A grade of incomplete presupposes that the student is doing passing work on the completed portion of the course but, because of illness or other emergency situations, is unable to meet all the requirements of the course by the end of the term. A mark of incomplete should not be given without an understanding between the instructor and the student. The maximum time limit for the removal of an incomplete is the end of the next semester, following the semester (or summer session) in which the incomplete was incurred. At the end of the succeeding semester an unremoved grade of incomplete is automatically changed to a failing grade. Exceptions to this procedure must be approved by the school or department head upon the recommendation of the instructor prior to the time limit, and a statement filed with the Registrar.

Grade of W. Withdrawn, indicates that the student has officially withdrawn from a course before the mid-semester reports for any given semester have been filed.

Grade of WF. Withdrawn failing, indicates that a student was failing the course at the time of official withdrawal, after the mid-semester reports are filed and prior to the last three weeks of class instruction of a semester.

Grade of WP. Withdrawn passing, indicates that a student was passing the course at the time of official withdrawal, after the mid-semester reports are filed and prior to the last three weeks of class instruction of a semester.

Students are not permitted to withdraw from a class during the last three weeks of class instruction of a semester. A grade of "F" is automatically assigned in cases of non-attendance during this period.

Grades of "I", "AB" and "WF" are included in the courses attempted by a student during a semester, whereas grades of "W" and "WP" are not considered a part of a student load attempted in a given semester.

Absence from Final Examination. If a student is excused from the final examination by one of the Student Personnel Deans, the instructor should report an "absence" on the grade sheet. If the student's absence is not excused by a Student Personnel Dean, he is automatically given "F" in the course. Students are not permitted to take a make-up examination without official permission from the Student Personnel Office. Approved make-up examinations should be taken at the earliest possible opportunity after the final examination is scheduled. In this connection, students who miss a final examination due to an emergency, must notify the Student Personnel Office within 48 hours after the examination is scheduled to begin.

Audit. Upon the approval of the student's adviser and class size permitting, a student may register for a course on an audit basis. Audit students are charged the regular rate of tuition and fees, and an audit course is counted as a part of the student's load. However, a student registered on an audit basis is not subject to attendance regulations and is not required to take tests or the final examination. Students enrolled for audit are not given a grade and their records are marked "Audit."

A change in registration from "Audit" to "Credit" or vice versa must be effected during the add/drop period. A course taken for audit cannot be given credit by examination at a later date.

GRADE REPORTS

Reports showing the standing of students in their classes are sent to parents or guardians at the middle and at the end of each semester. Mid-semester grades are not recorded on the student's permanent record, but the grades indicate the student's progress in each course at that point.

Students who have reached their twenty-first birthday may request the Registrar to have all grade reports sent directly to them. Students under twenty-one

may have grade reports sent to them provided they submit to the Registrar a written statement from the parents approving such action.

SCHOLARSHIP HONORS

Dean's List. A student is placed on the Dean's List for one semester if he has made a grade point average of 3.50 in the preceding semester, based on a minimum load of 15 credits with no grade below "C". Students who qualify for the Dean's List are entitled to special privileges as stated in *Signpost*, under attendance regulations. Students with grades of incomplete or absent from the final examination are not eligible for the Dean's List.

Graduation Honors. Candidates for a bachelor's degree are eligible for special scholarship recognition under the following conditions.

High Honors. Students with a cumulative grade point average of 3.60 or above through the first semester of the senior year on all courses attempted toward the degree awarded.

Honors. Students with a cumulative grade point average of 3.30 or above through the first semester of the senior year on all courses attempted toward the degree awarded.

A transfer student to qualify for graduation honors is required to complete a minimum of 60 credits at this institution with a scholastic average of 3.30 or above, supported by equivalent performance on transfer credits to make a combined average of 3.30 or above.

Recognition of graduation honors will be made on the student's diploma, his permanent record, and in the Commencement program.

CHANGES IN STUDENT'S PROGRAM

Once a student and his adviser have planned the student's program and the student is registered, it is expected that the student will not change his registration except for special reasons approved by the student's adviser and dean.

Changes during the Add/Drop Period. Approved program changes will be allowed during the Add/Drop period provided the following procedure is followed:

- a. All changes in the student's program must be recommended and approved by his faculty adviser. Add and drop forms are provided by the adviser for this purposes.
- b. The student must secure the approval of the Dean of the School or Head of the Department of the course added or dropped.
- c. The student submits the add and/or drop forms to the Registrar's Office (within the designated add/drop period) after the necessary

signatures of approval have been obtained. Courses dropped during the add/drop period do not become a part of the student's permanent record.

Changes after the Add/Drop Period. No courses may be added after the add/drop period. Courses should be dropped only under justifiable circumstances.

Approval to drop a course during the last three weeks of class instruction of a semester will not be granted under any circumstances. A grade of "F" is automatically assigned in cases of non-attendance during this period.

All changes in registration after the add/drop period require the payment of a \$3.00 change of registration fee for each course dropped. Failure to pay this fee will result in an automatic "F" for each course dropped.

CHANGE OF MAJOR

Once a student has selected his major area of concentration it is expected to be permanent. If the student discovers a new educational objective, however, he may apply for a change of major concentration under the following conditions:

- a. He must be eligible for continuance in college on the basis of his over-all grade point average at the time he applies for a change of major.
- b. A change of major must be accepted by the Dean of the School or Head of the Department to which the student expects to transfer.
- c. A student considering a change of major must initiate such a change at least six weeks prior to the beginning of final examinations for any semester. Change of major requests will not be processed during an examination period, during an advance registration period, nor during a regular registration period.
- d. Change of Major forms may be obtained in the Office of the Registrar.

CONTINUANCE IN COLLEGE

A student's academic progress will not be determined until he has attempted twelve credits or more.

Satisfactory Progress. At the end of a semester satisfactory progress towards graduation is achieved if the student has earned twice as many grade points (or more) than the number of semester hours of academic work attempted. This standard is true for a student's cumulative amount of work attempted as well as for a semester's amount of work attempted.

Grade Point Deficiency. A student who at the end of any semester has a grade point total less than twice the number of semester hours of academic work

attempted, is said to have a *grade point deficiency* equal to the difference between these totals.

Academic Warning. A student who at the end of any semester has a cumulative grade point deficiency of ten grade points or more but less than 21 grade points is placed on Academic Warning.

Academic Suspension. A student who at the end of any semester or at the end of the spring semester of his first year has a cumulative grade point deficiency of 21 grade points or more will be suspended for academic deficiency.

A student who has become subject to suspension may become eligible to return by attending summer school at VCU and reducing his cumulative grade point deficiency to 20 grade points or less.

A student who fails to re-establish his eligibility during the summer immediately following the academic year during which he became academically deficient is not eligible for continuance at VCU for the fall semester. He may apply for readmission for the following spring semester. Any subsequent suspension would be for an academic year which means that the student would have to re-establish his eligibility by attending a summer session(s) at VCU. Eligibility may not be re-established at another institution. Applications for readmission for the spring semester must be received by December 1; for the summer session by May 1.

A student may not exceed a maximum of 150 semester credits attempted in his final degree program.

The above statement represents a minimum policy for the Institution. Individual schools and departments may have higher requirements.

A student whose grades for any given semester are extremely poor may be required to withdraw regardless of the provisions stated above.

Any exceptions to the above rules must be approved by the Academic Status Committee. The student must make written application with a full statement of the pertinent facts and with a review by the appropriate Dean or Department Head.

WITHDRAWAL FROM COLLEGE

If a student finds it necessary to withdraw from college before the end of a semester, he must complete a withdrawal form obtained through the Dean of Men or Dean of Women.

If a student withdraws from college before mid-semester grades have been filed, his permanent record will indicate a grade of "W" for Withdrawal for each course being pursued.

If he withdraws after mid-semester grades have been filed, and prior to the last three weeks of class instruction of a semester, his permanent record will indicate grades of "WP" for Withdrawn Passing or "WF" for Withdrawn Failing, based upon the mid-semester grade or each course being pursued.

Withdrawal from the college during the last three weeks of classes will be permitted only under unusual circumstances. If permission is granted, grades of "WF" or "WP" will be assigned by the individual instructors of courses being pursued at the time of withdrawal.

If a student withdraws from college without permission, his permanent record will carry a notation, "Withdrew Unofficially" and grades of "F" will be assigned for each course being pursued at time of unofficial withdrawal.

TRANSCRIPTS

Transcripts of student's records are issued only upon the written request of the student and should be requested at least three days prior to the date needed.

One free transcript will be issued for each student. A charge of \$1.00 will be made for each additional transcript.

Transcripts given directly to students do not carry the University seal and are not official. The seal is attached when the transcript is mailed directly from the University to another college or authorized persons.

PART VI—DEGREE PROGRAMS AND COURSES OF STUDY

GENERAL COURSE INFORMATION

SUMMARY OF DEGREE PROGRAMS BY LEVEL

Associate Degrees

Bachelor's Degrees

Master's Degrees

ORGANIZATION OF INSTRUCTIONAL DEPARTMENTS

GENERAL EXPLORATORY PROGRAM

SCHOOLS AND DEPARTMENTS

School of Art

School of Arts and Sciences

School of Business

School of Distribution

School of Education

School of Engineering and Architecture

School of Engineering Technology

School of Music

School of Nursing

School of Occupational Therapy

School of Rehabilitation Counseling

School of Social Science

School of Social Work

Department of Dramatic Art and Speech

Department of Psychology

PART VI—DEGREE PROGRAMS AND COURSES OF STUDY

GENERAL COURSE INFORMATION

Course Numbering. Courses numbered in the 100 and 200 series comprise the lower division offerings and are open to freshmen and sophomores; courses numbered in the 300 and 400 series comprise the upper division offerings and are generally open to juniors and seniors. Exceptions to this general policy must be approved by faculty advisers at the time of registration.

Courses numbered in the 500 series are open to graduate students for graduate credit, but the class itself may be taught together with a 400 series number.

Courses with a 600 and 700 series are for college graduates who have been admitted as regular or special students to the graduate program. Courses in the 500, 600 and 700 series are described in the Graduate Bulletin.

Evening College courses are, in most cases, identical with day classes except that they are designated with an "E" following the course number. Most evening courses are described in this catalogue. Others will be described in the Evening College Bulletin.

Summer School offerings are the same as those listed herein. Specific courses scheduled for any summer session will be listed in the Summer School Bulletin.

Course Interpretation. Generally, odd numbers indicate first semester courses; even numbers, second semester courses.

A course listed by a single number, as Business 121, indicates that it is a one-semester course and may be offered each semester.

A course listed with a double number, as History 201, 202 and designated as semester courses, consists of two semester courses, either semester of which may be taken without the other.

A course listed with a double number, as English 101-102 and designated as a continuous course, consists of two semester courses, the first of which can be taken without the second, but the second of which cannot be taken without the first.

A course listed with a double number, as Chemistry 101-102 and designated as a year course, means that no credit will be counted toward a degree for the first semester unless followed by the successful completion of the second semester of that course.

The University reserves the right to withdraw any course or program for which there is an insufficient demand.

SUMMARY OF DEGREE PROGRAMS BY LEVEL

Degree programs in the Academic Division of Virginia Commonwealth University are offered in the following general levels:

- Associate Degrees (generally two-year programs)
- Bachelor's Degrees (generally four-year programs)
- Master's Degrees (generally one-year programs)

Associate Degree Programs.

Two-year degree programs are offered to those students who do not expect to complete a four-year curriculum. The following degree programs lead to the Associate Degree:

Associate in Arts Degree:

- Arts and Crafts
- Arts and Sciences
- Law Enforcement

Associate in Science Degree:

- | | |
|---|--|
| Air Conditioning and Refrigeration Technology | Electrical-Electronics Drafting Technology |
| Business Data Processing | General Business |
| Civil and Highway Technology | General Secretarial |
| Cooperative Distribution | Legal Secretarial |
| Drafting and Design Technology | Medical Secretarial |
| Electrical-Electronics Technology | |

Bachelor Degree Programs.

Four-year degree programs are offered in each of the areas listed below, leading to the degree indicated:

Bachelor of Arts Degree:

- English
- French
- History

Bachelor of Fine Arts Degree:

- | | |
|-------------------------------|-----------------|
| Art Education | Fashion Art |
| Arts and Crafts | Fashion Design |
| Communication Arts and Design | Fine Arts |
| Drama Education | Interior Design |
| Dramatic Art and Speech | |

Bachelor of Music Degree:

Brass, Woodwinds, or Strings
 Music Education
 Music History and Literature
 Organ

Piano
 Sacred Music
 Theory and Composition
 Voice

Bachelor of Science Degree:

Accounting
 Advertising
 Biology
 Biology Education
 Business Education
 Chemistry
 Chemistry Education
 Distributive Education
 Economics
 Elementary Education
 English Education
 General Business
 Health and Physical Education
 History and Social Science Education
 Journalism
 Law Enforcement

Management
 Mathematics
 Mathematics Education
 Medical Technology
 Nursing
 Occupational Therapy
 Physics
 Physical Education
 Psychology
 Recreational Leadership
 Retailing
 Science
 Science Education
 Secretarial Administration
 Sociology and Social Welfare
 Special Education

Master's Degree:

The following graduate degree programs are offered in the Academic Division of the Virginia Commonwealth University. More detailed information is published in the Graduate Bulletin.

Master of Arts Degree:

Art History

Master of Fine Arts:

Fine Arts

Dramatic Art

Master of Art Education:

Art Education

Master of Education

Elementary Education
 Guidance

Special Education
 Emotionally Disturbed
 Mentally Retarded

Master of Music:

Applied	Theory
Composition	

Master of Music Education:

Music Education

Master of Science:

Business	Psychology—Clinical
Distributive Education	Rehabilitation Counseling
Occupational Therapy	Sociology
Psychology—Applied	Social Work

Master of Social Work:

Social Work

ORGANIZATION OF INSTRUCTIONAL DEPARTMENTS

The Academic Division of the Virginia Commonwealth University is organized into the following schools and departments:

School of Art

Foundations Program (for all first year students)
 Art Education Department
 Art History Department
 Communication Art & Design Department
 Crafts Department
 Fashion Art & Design Department
 Interior Design Department
 Painting and Printmaking Department
 Sculpture Department

School of Arts and Sciences

Biology Department
 Chemistry Department
 English Department
 Foreign Languages Department
 History and Political Science Department
 Mathematics Department
 Philosophy and Religion program
 Physics Department

School of Business

Accounting Department
Business Education Department
Data Processing Department
Economics Department
General Business Department
Management Department
Marketing Department
Secretarial Administration Department

School of Distribution

Advertising Department
Distributive Education Department
Retailing Department
Cooperative Distribution Program

School of Education

Elementary Education Department
Health and Physical Education Department
Library Science Program
Secondary Education Department with coordinated programs in

Art Education
Business Education
Distributive Education
Biology Education
Chemistry Education
Drama Education
English Education
History and Social Science Education
Music Education
Science Education
Mathematics Education

Special Education Department
Counseling and Guidance Department

School of Engineering and Architecture

In cooperation with V.P.I., the program offers the first two years of the V.P.I. Engineering curriculum.

School of Engineering Technology

Air Conditioning & Refrigeration Program
Civil and Highway Technology Program

Drafting and Design Technology Program
Electrical-Electronics Technology Program
Electrical-Electronics Drafting Technology Program

School of Music

Music Education Department
Music History and Literature Department
Piano or Organ Program
Theory and Composition Program
Voice Program
Brass, Woodwinds or Strings Program
Sacred Music Program

School of Nursing

Pre-nursing Program
Diploma School Service Program

School of Occupational Therapy

School of Rehabilitation Counseling

A Graduate Program

School of Social Science

Journalism Department
Law Enforcement Program
Recreational Leadership Department
Sociology and Social Welfare Department

School of Social Work

A Graduate Program

Department of Dramatic Art and Speech

Department of Psychology

GENERAL EXPLORATORY PROGRAM

In recognition that some students seeking admission to Virginia Commonwealth University will not have chosen a field of concentration by the time they apply or enroll, the University has provided a general one-year exploratory program of studies. This program is flexible enough to suit the interests of any un-committed student, yet it is basic to a number of fields of study. During the year of study, the student is encouraged to investigate various fields of study

until he finds a curriculum which suits his interests and needs. The admission requirements for this program are identical with those of the School of Arts and Sciences.

Students enrolling in the General Exploratory Program are encouraged to select a major field of concentration at the end of one year of study. Students will not be allowed to register for more than 60 hours as an exploratory student.

Suggested General Exploratory Curriculum

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
English 101-102. Composition and Literature_____	3	3
Sociology 105, 106. Survey of Social Science or History		
Elective _____	3	3
Mathematics or Foreign Language or Science_____	3-4	3-4
Approved electives _____	6	6
Physical Education _____	1	1
	<hr/> 16-17	<hr/> 16-17
<i>Second Year</i>		
English 201-202. Western World Literature or		
English 203-204. English Literature _____	3	3
Approved electives _____	12	12
Physical Education _____	1	1
	<hr/> 16	<hr/> 16

SCHOOL OF ART

FOUNDATION PROGRAM

ART EDUCATION

ART HISTORY

COMMUNICATION ART AND DESIGN

CRAFTS

FASHION ART AND DESIGN

INTERIOR DESIGN

PAINTING AND PRINTMAKING

SCULPTURE

GRADUATE STUDIES PROGRAM

THE SCHOOL OF ART

HERBERT J. BURGART, Dean

The School of Art of the Richmond Professional Institute had, as its beginning, a sculpture course offered in 1926. In 1928, a one-faculty Art Department was formed under the direction of Miss Theresa Pollak, and since that date has grown to its present organization, achieving national recognition through its quality program in the visual arts.

The School of Art offers a distinctly professional program in which students devote the greater portion of each day to studio courses in the arts. Located within an urban complex of higher education, students are provided with both the advantages of comprehensive facilities as well as professionally competent faculty. It is the only state supported professional school of art in the South and one of the few in the nation offering a professional art curriculum within a combined academic and professional environment.

Bachelor of Fine Arts (B.F.A.) programs within the School of Art are designed to prepare creative leaders in the art profession. Emphasis is placed on the development of individual competencies in the visual arts through the following departments, which make up the School of Art:

Art Education
Art History
Communication Art and Design
Crafts
Fashion Art and Design
Interior Design
Painting and Printmaking
Sculpture

Pride is taken in the fact that graduates of these departments have earned an impressive list of honors, prizes, scholarships and fellowships through state, regional, and national competitions. School of Art graduates occupy responsible positions of leadership nationally and participate at the highest level throughout the art profession.

Evaluation of the record of every student will be made periodically by the student's advisors within the School of Art. If at any time during his period of studies the School of Art feels that a student is not profiting by his association, he will be asked to withdraw from that department.

All beginning students are enrolled in the School of Art Foundation Program:

Foundation Program

Bruce M. Koplin, Director

	Credits	
	1st Sem.	2nd Sem.
Art 101-102. Basic Design -----	5	5
Art 103-104. Drawing Fundamentals -----	4	4
Art 105-106. Arts History Survey -----	4	4
Art 107-108. Introduction to Art -----	1	1
English 101-102. Composition and Literature -----	3	3
	<hr/> 17	<hr/> 17

During the Foundation Program students will apply to the departmental degree program of their choice.

Due to the sequence in which course work is arranged, beginning students are not admitted at mid-year, except in special situations. Only matriculated students may enroll on a part-time basis in the day school program.

Graduate Studies Program

Joseph Schwarz, Director

The School of Art offers graduate programs leading to the Master of Fine Arts (M.F.A.), Master of Art Education (M.A.E.) and Master of Arts (M.A.) degrees with major and minor concentrations in various departments. Detailed information is available through the *Graduate School Bulletin* and Graduate Studies Program in the School of Art. Permission of Instructor required on all graduate course enrollment.

ART EDUCATION

TERRY KRUMM, Head of the Department

Priscilla Hynson / Helen Whitehead (Part-time)

The purpose of the Department of Art Education is to provide both a breadth and depth preparation in the arts as well as the necessary academic and professional courses in order to qualify for teaching and administrative positions in the public schools. A portfolio of work is required of all students before entering the sophomore year and of all transfer students.

Curriculum in Art Education

	Credits	
	1st Sem.	2nd Sem.
First Year (See School of Art Foundation Program)-----	17	17

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Science or Mathematics ¹ -----	3	3
(Biology 101-102, General Biology, or other lab science; Math. 105-106 or Math. 103-104)		
Humanities -----	3	3
(English composition—required—and the balance from any of the following fields: foreign language, literature, speech, music, and philosophy)		
Art Electives: Two-dimensional studios ² -----	6	6
Art Electives: Three-dimensional studios ² -----	3	3
Art Education 201. Sophomore Seminar -----	1	0
Phys. Ed. -----	0	1
	<hr/>	<hr/>
	16	16
<i>Third Year</i>		
Science or Mathematics -----	3	3
History 201. American History -----	3	-
Art Education: 401-402 Methods of Art Ed. -----	3	3
Art Electives: Three-dimensional studios ² -----	3	3
Art Electives: Major Concentration -----	3	6
Advanced Art History -----	0	3
	<hr/>	<hr/>
	15	18
<i>Fourth Year</i>		
Art Education 403. Projects in Art Education -----	6	-
Art Education 404. Art Education Seminar -----	1	-
Education 301. Human Development and Learning -----	3	-
Art Electives: Major Concentration -----	-	9
Education 435 or 436. Supervised Teaching -----	6	-
Health Educ. 305. School and Community Hygiene -----	-	3
Social Science Elective: -----	-	3
(History, Anthropology, Sociology, Economics, Political Science, geography or psychology)		
	<hr/>	<hr/>
	16	15

¹6 credits in mathematics and 6 credits in science required.

²Electives to be taken from recommended list of studio courses.

ART HISTORY

MAURICE BONDS, Head of the Department

H. Gilda Hinter-Reiter / Bruce M. Koplin / Regenia A. Perry / Allan E. Ross
Joseph Schwarz / Brenda M. Carter / H. Mitchell Meyer (part-time)

The Department of Art History as part of a professional art school makes it possible to offer two distinct curricula: A. with a liberal arts orientation, and; B. with a studio orientation. The liberal arts curriculum (A) prepares the future art historian to continue studies at the graduate level in his field. Program B is designed for the Artist-historian who is interested in preparing in both studio and art history. Students must elect one of the two programs upon completion of the sophomore year.

Art History Curriculum	Credits	
	1st Sem.	2nd Sem.
First Year (See School of Art Foundation Program) -----	17	17
Second Year		
English 201-202. Western World Literature -----	3	3
Art History 301. Ancient Art -----	3	-
Art History 302. Midieval -----	-	3
History 301-302. The Ancient World -----	3	3
Foreign Language (French or German) -----	3	3
Speech 121. Effective Speech -----	3*	-
Elective -----		3*
Painting and Printmaking 205-206. Painting and Composition, Intermediate -----	4**	4**
Sculpture 211-212. Sculpture, Beginning -----	3**	3**
	15-16	15-16

*—Designates curriculum in Art History for the student with a liberal arts orientation.

**—Designates curriculum in Art History for the student with a studio orientation.

The purpose of this department is to prepare the student with a sound, well-rounded background for technical and creative achievement through his professional life. Design and visualization for commerce and communications is continually advancing its standards, and the background offered the student is developed to prepare him for performance on a contemporary professional level.

Upon completion of the four-year degree program, the student will have a portfolio of professional work to show advertising agencies and communication buyers or employers.

Sophomore students are required to have a minimum of "C" in all studio work attempted, in order to remain in the program. Transfer students must complete three years and one summer session of studio in this department. Estimated cost of art materials \$300.00 per year.

Curriculum in Communication Arts and Design
(formerly Commercial Art and Design)

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i> (See School of Art Foundation Program)-----	17	17
<i>Second Year</i>		
Communication Arts 204. Lettering -----	2	-
Communication Arts 205-206. Graphic Techniques -----	2	2
Communication Arts 214. Typography -----	-	2
Communication Arts 223-224. Drawing II -----	3	3
Communication Arts 225-226. Advanced Design I -----	4	4
Communication Arts 227-228. Painting -----	2	2
Communication Arts 243-244. Photography -----	2	2
English 201-202. Western World Literature -----	3	3
	<hr/> 18	<hr/> 18
<i>Third Year</i>		
Communication Arts 331-332. Graphic Illustration -----	3	3
Communication Arts 335-336. Advanced Design II -----	5	5
Communication Arts 337-338. Drawing III -----	3	3
Communication Arts 339-340. Advanced Lettering -----	1	1
Communication Arts 341E. TV Art Production -----	1	-
Communication Arts 345-346. Photo Workshop -----	2	2
Approved Academic Elective -----	3	3
	<hr/> 18	<hr/> 17

	Credits	
	1st Sem.	2nd Sem.
Fourth Year		
Communication Arts 411E. Printed Art Direction -----	1	-
Communication Arts 412E. TV Art Direction -----	-	1
Communication Arts 433-434. Printing & Graphics -----	3	3
Communication Arts 435-436. Advanced Design III ----	6	6
Communication Arts 442E. TV Art Production -----	1	-
Advanced Art History -----	-	3
Approved Academic Elective -----	3	-
Communication Arts 431-432. Graphic Illustration or		
Communication Arts 447-448. Film Workshop		
Communication Arts 445-446. Advanced Photo Workshop (optional) -----	3	3
	<hr/>	<hr/>
	14-17	13-16

CRAFTS (formerly Arts and Crafts)

ALLAN A. EASTMAN, Head of the Department

Richard Butz / Alan Lazarus / Kenneth Winebrenner / Regina Medley
Gilbert F. Reed / Doris Sutton (Part-time)

Two programs are offered in this department: a four-year curriculum leading to the Bachelor of Fine Arts degree and a two-year curriculum leading to an Associate in Arts degree.

The courses in this department are also open to students majoring in art education, fashion design, fine arts, interior design, occupational therapy, and recreational leadership.

This department reserves the right to retain one piece of each student's work for a permanent collection.

Curriculum in Crafts

	Credits	
	1st Sem.	2nd Sem.
First Year (See School of Art Foundation Program) -----	17	17

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
P & P 215-216. Printmaking, Beginning -----	3	3
Sculpture 211-212. Sculpture, Beginning -----	4	4
Crafts 251-252. Ceramics -----	3	3
Crafts 253-254. Metal and Jewelry -----	3	3
Crafts 211-212. Sophomore Seminar -----	1	1
English 201-202. Western World Literature -----	3	3
	<hr/>	<hr/>
	17	17
<i>Third Year</i>		
Crafts 309-310. Weaving -----	3	3
Crafts 320-321. Experimental Materials and Techniques --	3	3
Crafts 359-360. Fundamentals of Woodworking -----	3	3
Crafts 351. Advanced Ceramics -----	3	-
Crafts 353. Advanced Metal and Jewelry -----	-	3
Advanced Art History -----	3	3
	<hr/>	<hr/>
	15	15
<i>Fourth Year</i>		
Sculpture 311-312. Sculpture, Intermediate -----	4	4
Crafts 311-312. Senior Seminar -----	1	1
Electives (approved) -----	6	6
Electives (major) -----	6	6
	<hr/>	<hr/>
	17	17

ASSOCIATE IN ARTS DEGREE PROGRAM (A.A.)

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Crafts 313-314. Educational and Recreational Crafts ----	3	3
Crafts 251-252. Ceramics -----	3	3
Crafts 253-254. Metal and Jewelry -----	3	3
English 101-102. Composition and Literature (or elective in Arts and Crafts) -----	3	3
Art 101-102. Basic Design -----	5	5
	<hr/>	<hr/>
	17	17

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Crafts 352. Advanced Ceramics or		
Crafts 354. Advanced Metal and Jewelry -----	-	3
Crafts 309. Weaving -----	3	-
Crafts 359-360. Fundamentals of Woodworking -----	3	3
Crafts 365-366. Costume Jewelry -----	2	2
English 201-202. Western World Literature (or elective) --	3	3
Sculpture 211-212. Sculpture, Beginning -----	4	4
	<hr/>	<hr/>
	15	15

FASHION ART AND DESIGN

OTTI Y. WINDMUELLER, Head of the Department

Vickie Goodman / Charlesana L. Gossett / Joyce C. Pace
Gwendolyn R. Richardson

Ann B. Andrews (Part-time)

In order to complete degree requirements within four years, transfer students to the Fashion Art or Fashion Design curriculum have the option to take studio course of the first two years concurrently.

Students are required to have at least a "C" average in departmental courses at the end of the sophomore year in order to remain in the department.

The faculty reserves the right to retain one piece of each student's work for a permanent departmental collection.

Fashion Art

Basic technical skills in ink, wash, combinations of media, intensive drawing from the fashion model, and basic layout design are part of the continuing program. Juniors and seniors are encouraged to develop their own technical abilities and creativeness in adapting art concepts to the realistic demands of commercial reproduction, stressing layout, typography, color separation and printing methods. Under careful supervision, all students prepare portfolios which are necessary when being interviewed for positions.

Curriculum in Fashion Art

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i> (See School of Art Foundation Program) -----	17	17
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
Fashion Art 201-202. Fashion Drawing and Illustration I --	6	6
Fashion Art 203-204. Fashion Lettering -----	1	1
Advanced Art History -----	3	3
Psychology 201. General Psychology (or academic elective) --	-	3
Journalism 305. Copy Editing (or elective) -----	3	-
	<hr/> 16	<hr/> 16
<i>Third Year</i>		
Fashion Art 301-302. Fashion Drawing and Illustration II --	6	6
Fashion Art 303-304. Fashion Layout I -----	3	3
Fashion Art 305-306. Fashion Sketching -----	5	5
Psychology 324. Psychology of Advertising (or academic elective) -----	3	-
Art Elective -----	-	3
	<hr/> 17	<hr/> 17
<i>Fourth Year</i>		
Fashion Art 401-402. Fashion Drawing and Illustration III Or—407-408 Fash. III. Studio	6	6
Fashion Art 403-404. Fashion Layout II -----	5	5
Fashion Art 405-406. Advertising Art -----	2	2
Communications Arts. Photography -----	2	2
	<hr/> 15	<hr/> 15

Fashion Design

Development of creative talent for the field of fashion is the objective of this curriculum. The Fashion Design Program has been carefully planned to acquaint the student with the world of "haute couture" through basic courses of study, a survey of all the arts, museum research and an exciting atmosphere in a metropolitan School of Art. In advanced design studios high fashion methods are introduced and major emphasis is on design, the purpose—to encourage and develop individual style.

Curriculum in Fashion Design

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i> (See School of Art Foundation Program)	17	17
<i>Second Year</i>		
Drama 209-210. History of Costume	3	3
English 201-202. Western World Literature	3	3
Fashion Design 201-202. Clothing Construction	2	2
Fashion Design 203-204. Apparel Design I	1	1
Fashion Design 205-206. Pattern Drafting	2	2
Fashion Design 207-208. Fashion Illustration	1	1
Academic Electives (approved)	3	3
	<hr/> 15	<hr/> 15
<i>Third Year</i>		
Fashion Design 301-302. Draping and Design	5	5
Fashion Design 303-304. Apparel Design II	2	2
Fashion Design 305-306. Advanced Pattern Drafting and Design II	5	5
Fashion Design 307-308. Design in Millinery I	3	3
Retailing 116. Merchandise Information—Textile	3	-
	<hr/> 18	<hr/> 15
<i>Fourth Year</i>		
Fashion Design 401-402. Design Studio	7	7
Or—Fashion D. 409-410. Studio Workshop		
Fashion Design 405-406. Design in Tailoring	5	5
Or—Fashion D. 413-414. Pattern Drafting & Design III		
Fashion Design 407-408. Design in Millinery II	3	3
Retailing 317. Fashion Trends and Coordination	3	-
	<hr/> 18	<hr/> 15

INTERIOR DESIGN

ROBERT F. HESTER, Head of the Department

J. Jewett Field / Ben D. Gunter / Dorothy T. Hamilton / John L. Long
Anne P. Ryland

Dorothy M. Hardy / William L. Joel, II / Jean O. Kidwell (Part-time)

This program is planned in such a way that students are prepared to assume responsible positions in interior design upon graduation. In the three years of specialization in interior design, the student spends approximately two-thirds of his time in studio classes, and it is these studios that form the nucleus of the work in the department. The lecture courses are intended, for the most part, to supplement the work of the studios. Students are required to have at least a C average in departmental courses at the end of the sophomore year in order to remain in the department.

Qualified transfer students have the option to take the design courses of the first two years concurrently, and only transfers will be considered for admission in February.

Students enrolled in curricula other than Interior Design must have the permission of the Head of the Interior Design Department in order to enroll in Interior Design offerings.

Curriculum in Interior Design

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i> (See School of Art Foundation Program) -----	17	17
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
Advanced Art History -----	3	3
Interior Design 201-202. Beginning Interior Design Studio	6	6
Interior Design 203-204. Introduction to Architecture ----	2	2
Interior Design 211-212. Introduction to Interior Design--	3	3
	<hr/>	<hr/>
	17	17

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Interior Design 301-302. Intermediate Interior Design Studio -----	3	3
Interior Design 311-312. Commercial Designs -----	6	6
Interior Design 321-322. History of Interior Design and Architecture -----	3	3
Interior Design 331-332. Studio Procedures -----	3	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
Interior Design 401-402. Advanced Interior Design Studio	6	6
Interior Design 421-422. Furniture Design -----	3	3
Interior Design 441E. Survey of Modern Architecture ----	-	3
Academic Electives (approved) -----	6	3
	<hr/> 15	<hr/> 15
*Interior Design 451-452. Field Work -----	3	3

PAINTING AND PRINTMAKING

BERNARD M. MARTIN, Head of the Department

Gerald D. Byerley / Gerald Donato / Salvatore Federico / David C. Freed
 Ronald Jackson / Richard Kevorkian / Theresa Pollak / Milo F. Russell
 Jack D. Soloman / Nancy Wise

Viola P. Butzner / Eleanor Carlyon / Gail C. McKennis (Part-time)

The creative arts are the cornerstone for man's culture and for his time. The Department of Painting and Printmaking attempts to establish a foundation for the creative person who desires to attain professional status as a painter or as a printmaker.

The concept governing the first two years is one of broad exposure to all the interrelated facets of the visual arts, both historical and contemporary. As the student progresses into his junior and senior years he is given an increasing amount of freedom and as he demonstrates his acquisition of skill and insight he is encouraged to explore more individually in all areas of his creative work.

*This work is organized through the cooperation of the members of the Virginia chapter of the American Institute of Interior Designers. It may be undertaken at the option of the student, and the credits are in addition to those required for the degree.

During this time most students concentrate in either the areas of painting or printmaking.

Transfer Students

The department requires all students transferring from other colleges as well as those transferring from other departments at V.C.U. to attend departmental meetings during Orientation Week. At that time each student must present a comprehensive group of his creative work to a faculty committee for evaluation. Placement in all upper level studio courses will be determined by this committee.

Curriculum in Painting and Printmaking

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i> (See School of Art Foundation Program) -----	17	17
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
Painting and Printmaking 205-206. Painting and Composition -----	4	4
Sculpture 211-212. Sculpture, Basic -----	4	4
Art History (Advanced) -----	3	3
Painting and Printmaking 215-216. Printmaking, Basic ----	3	3
	<hr/> 17	<hr/> 17
<i>Third Year</i>		
Painting and Printmaking 315-316. Printmaking, Intermediate -----	3	3
Painting and Printmaking 321-322. Drawing, Advanced --	3	3
Painting and Printmaking 305-306. Painting, Intermediate	4	4
Electives (General Education) -----	3	3
Electives (Intermediate Art Studio) -----	0-3	0-3
	<hr/> 13-16	<hr/> 13-16
<i>Fourth Year</i>		
Electives in Area of Concentration -----	8	8
Electives (Advanced Art Studio) -----	4	4
Electives (General Education) -----	3	3
	<hr/> 15	<hr/> 15

Special Study in Studio Art

A limited number of exceptionally talented students may be *allowed to complete* three years of work or ninety semester credits entirely in art studio courses as recommended by the head of the department. The college makes no award upon completion of this professional work.

SCULPTURE

CHARLES C. RENICK, Head of Department

Richard M. Graham / Harold E. North / Jose R. Puig / Nicholas Sazonick
Ronald O. Wilczek / Robert Barker (Part-time)

The Sculpture Department exists for the creative person who wishes to structure his ideas and give meaning to space by manipulating tangible materials. Therefore, the Sculpture Department accepts those students from the School of Art Foundation Program who have demonstrated interest and ability in three-dimensional expression.

The student who elects to enter the Sculpture Department in his second year is encouraged to maintain broad interests. In addition to Basic Sculpture, he takes courses in Painting, Fundamentals of Printmaking, Art History and World Literature. This exposure to several disciplines allows the student to make an intelligent commitment to the specific area in which he has the greatest interest and aptitude. Transfers from one department to another within the School of Art at the end of this second year are expected and encouraged.

The third and fourth year student expands upon already acquired knowledge of traditional skills and materials, experiments with new methods and combinations of materials, works for longer periods of time and progressively more independently. He becomes a part of a community made up of creative individuals who encourage and reward curiosity and inventiveness and who share knowledge and transmit enthusiasm. The goal of this program in the Sculpture Department is to instill pride based on competence and methods of working and an attitude which will sustain the student in his professional and personal growth and will best serve the student's need for self expression and communication as a sculptor.

Transfer Students

The Department requires all students transferring from other colleges, as well as those transferring from other departments at V.C.U., to attend departmental meetings during Orientation Week. At that time each student must present a comprehensive group of his creative work to a faculty committee for evaluation. Placement in all upper level studio courses will be determined by this committee.

Curriculum in Sculpture

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i> (See School of Art Foundation Program) -----	17	17
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
Painting and Printmaking 205-206. Painting and Composition, Basic -----	4	4
Sculpture 211-212. Sculpture, Basic -----	4	4
Painting and Printmaking 215-216. Printmaking, Basic ----	3	3
Art History, Elective (recommended Art History 403-404) _	3	3
	<hr/>	<hr/>
	17	17
<i>Third Year</i>		
Sculpture 311-312. Sculpture Intermediate -----	4	4
Painting and Printmaking 321-322. Drawing, Advanced ----	3	3
Electives (Intermediate Art Studio) -----	6	6
Art History, Esthetics or Elective General Ed. -----	3	3
	<hr/>	<hr/>
	16	16
<i>Fourth Year</i>		
Sculpture 411-412. Sculpture, Advanced -----	4-6	4-6
Art 409-410. Individual Project -----	4-6	4-6
Electives, General Education -----	3	3
Electives (Art Studio) -----	3	3
	<hr/>	<hr/>
	14-18	14-18

Special Study in Studio Art

A limited number of exceptionally talented students may be allowed to complete three years of work or ninety semester credits entirely in art studio courses as recommended by the head of the department. The college makes no award upon completion of this professional work.

COURSES IN THE SCHOOL OF ART

Art 101-102 Basic Design Continuous course; 1 lecture, 1 seminar, 7 studio hours. 5-5 credits. Staff • A foundation course providing the basic skills, concepts and language of two and three dimensional design as related to the visual arts. For beginning students in the School of Art. Offered to art majors only.

Art 103-104 Drawing Fundamentals Continuous course; 1 lecture, 1 seminar, 6 studio hours. 4-4 credits. Staff • A basic course covering free and schematic drawing skills and concepts as a necessary prerequisite to advanced studios in the visual arts. For beginning students in the School of Art. Offered to art majors only.

Art 105-106 Arts History Survey Continuous course; 4 lecture hours. 4-4 credits. Staff • A survey of the visual, and related creative, arts emphasizing the development and impact of the historical past on contemporary concepts of creative human endeavor. For beginning students in the School of Art. Offered to Art majors only.

Art 107-108 Introduction to Art Continuous course; 1 lecture hour. 1-1 credit. Staff • An orientation course designed to provide a comprehensive understanding of the role of the visual arts as a significant contributing factor in the creation of a meaningful human environment. For beginning students in the School of Art.

Art 121-122 Principles of Art Semester courses; 1 lecture, 2 studio hours. 2-2 credits. Staff • An introduction to two and three-dimensional art forms with special emphasis on appreciation through participation. Not offered for credit to art majors.

Art 309-310 & 409-410 Independent Study Semester courses 4 or 6 studio hours; prerequisite: consent of Department Head and instructor. 2 or 3, 2 or 3 credits. Staff • This course will be limited to those few students who have demonstrated an unusual level of ability and an intense commitment to a particular area. The student must be enrolled in a regularly scheduled 300 level studio course.

Art 426 Contemporary Urban Problems Semester course; 3 lecture hours. 3 credits. Staff • An introduction to aesthetic, social, economic, governmental and physical problems in contemporary urban America.

Art 427 History of Urban Development Semester course; 3 lecture hours. 3 credits. Staff • The history of urban planning from the beginning of the city as an urban complex to the present emphasizing the historical impact of the aesthetic, social, economic, political and physical relationships of the city and man.

COURSES IN ART EDUCATION

A. E. 201 Sophomore Seminar in Art Education Fall semester course; 1 seminar hour, 1 credit. Staff • An introductory seminar dealing with problems in art education.

A. E. 301, 302 Art for Elementary Teachers Semester courses; 2 lecture and 2 studio hours. 3, 3 credits. Hynson and staff • The nature of art and its function in the lives of individuals and society is considered in addition to materials and methods for guiding the visual expression of children.

A. E. 401-402 Methods of Art Education Continuous course; 1 seminar hour, 4 studio hours. 3-3 credits. Krumm • The philosophy, methods, curriculum and materials of the school art program are studied in these courses. For art education majors preparing to enter supervised teaching.

A. E. 403 Projects in Art Education 6 crdits.

A. E. 404 Art Education Seminar 1 credit.

COURSES IN ART HISTORY

Art Hist. 103-104 Art History, General Semester courses; 3 lecture hours. 3, 3 credits. Staff • First semester: Pre-historic through Gothic. Second semester: Italian Renaissance through modern. Illustrated lectures. Not offered for credit to art majors.

Art Hist. 301 Ancient Art Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • An intensive survey of Egyptian, Mesopotamian, Greek, Etruscan and Roman Art.

Art Hist. 302 Medieval Art Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • An intensive survey of Western Art and Architecture between 300 and 1400 AD.

Art Hist. 303 Art of the Italian Renaissance Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • The painting, sculpture and architecture of Renaissance Italy.

Art Hist. 304 Renaissance in Northern Europe Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • Painting, architecture and sculpture during the North European Renaissance.

Art Hist. 305 American Art Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • A general survey of American architecture, painting, sculpture and the minor arts from the Colonial period to the present.

Art Hist. 401, 501 Italian Painting of the Renaissance Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • Detailed consideration of the great masters of painting from the 13th through the 16th centuries.

Art Hist. 402, 502 American Architecture Since 1865 Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • A study of American architectural forms from the Civil War to the present, with emphasis upon the works of Louis Sullivan and Frank Lloyd Wright.

Art. Hist. 403, 503 Origins of Modern Sculpture Continuous course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • Early twentieth century sculpture and its evolution from the art of the past.

Art Hist. 404, 504 Contemporary Sculptors Continuous course; 3 lecture hours; prerequisite: Art Hist. 403. 3 credits. Staff • Later twentieth century sculpture and the philosophy of its artists.

Art Hist. 406, 506 Modern Painting Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • An analysis of the major movements in 20th century painting.

Art Hist. 407, 507 The Nineteenth Century Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • Study of Western Art and Architecture between 1770 and 1900.

Art Hist. 408, 508 Baroque and Rococo Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • The Art and Architecture of Italy and Northern Europe between 1600 and 1750.

Art Hist. 409, 509 The Near East Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • Iranian, Islamic, Indian Art and Architecture.

Art Hist. 410, 510 The Far East Semester course; 3 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3 credits. Staff • The Art and Architecture of China and Japan.

Art Hist. 419-420 Museum Methods Semester courses; 6 to 12 studio hours; prerequisite: consent of Department Head. 3 or 6, 3 or 6 credits. Staff • Field work in cooperation with local or regional museums. Open only to junior and senior students of high standing. Students entering a museum program must apply several weeks in advance of registration in order* to complete preliminary requirements.

Art Hist. 421-422 Aesthetics Continuous course; 3 lecture hours. 3, 3 credits. Staff • Analysis and evaluation of contemporary art criticism (including the film as an art form). John Dewey, Susan Langer and other critics are considered.

Art Hist. 425, 525 Seminar in Contemporary Painting Semester course; 3 lecture hours; 3 credits. Staff • An analysis of the ideas and images in painting since 1945. Offered only to students enrolled in advanced painting courses.

Art Hist. 430 Architectural History: Richmond Semester course; 3 lecture hours, 3 credits. Hill • History and origins of Richmond area architecture. No prerequisites.

Art Hist. 490, 590 Guided Study Abroad Summer session; 6 lecture hours; prerequisite: Art Hist. 103, 104 or 105, 106. 3-6 credits. Staff • A guided study tour of leading museums and art centers. Application must be made to the department head no later than May 1st.

COURSES IN COMMUNICATION ARTS AND DESIGN

Note: All courses below are open to only matriculated Communication Arts and Design majors.

Com. Art 204 Lettering Semester course; 1 lecture, 2 studio hours. 2 credits. Staff • Calligraphy as an introduction to script and the constructed letter as used in graphic layout and finished art.

Com. Art 205-206 Graphic Techniques Continuous course; 1 lecture, 2 studio hours. 2-2 credits. Staff • Designed to familiarize the student with the use of drawing instruments and materials and to introduce him to engraving processes and the mechanics of reproduction for printing.

Com. Art 213 Typography Semester course; 1 lecture and 2 studio hours. 2 credits. Staff • The visual design of type in relation to photography, print-making, and other printing processes. Includes identification and specifications of type, copy casting, and proofing in the print shop.

Com. Art 223-224 Drawing II Continuous course; 1 lecture, 4 studio hours. 3-3 credits. Staff • The purpose of this course is to analyze the structure and forms of the environment (nature and human) so that they become memorized like language. This frees the student's interpretation for creative graphic illustration.

Com. Art 225-226 Advanced Design I Continuous course; 6 studio hours, 1 lecture. 4-4 credits. Staff • A study of the principles of optical communication as applied to advertising design in newspaper, magazines, direct mail advertising, house organs, etc. Analysis is made of the influences on layout by contemporary art.

Com. Art 227-228 Painting Continuous course; 2 studio hours, 1 lecture. 2-2 credits. Staff • Creative painting through problems in shape, colors, space, and light analysis. Analysis of historical and contemporary artists.

Com. Art 243-244 Photography Continuous course; 1 lecture, 2 studio hours. 2-2 credits. Staff • Study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communication.

Com. Art 313-314 Typography Continuous course; 1 lecture and 2 studio hours. 2-2 credits. Staff • (for transfer students)

Com. Art 323-324 Drawing II Continuous course; 4 studio hours, 1 lecture. 3-3 credits. Staff • (for transfer students)

Com. Art 325-326 Advanced Design I Continuous course; 6 studio hours, 1 lecture. 4-4 credits. Staff • (for transfer students)

Com. Art 327-328 Painting Continuous course; 2 studio hours. 3-3 credits, 1 lecture. Staff • (for transfer students)

Com. Art 331-332 Graphic Illustration Continuous course; 4 studio hours, 1 lecture. 3-3 credits. Staff • Development of all types of creative illustration in different media as they relate to contemporary trends in advertising and communication art. Preparation of finished art for reproduction is also emphasized.

Com. Art 335-336 Advanced Design II Continuous course; 1 lecture and 8 studio hours; prerequisite: Com. Art 225-226. 5-5 credits. Staff.

Com. Art 337-338 Drawing III Continuous course; 4 studio hours, 1 lecture. 3-3 credits. Staff • Advanced creative drawing and color with emphasis on individual interpretation. Study of the visual ideas of the masters forms the basis for personal creative growth.

Com. Art 339-340 Advanced Lettering Continuous course; 2 studio hours. 1-1 credits. Staff • The study of hand lettering, its origins, and contemporary developments.

Com. Art 341 TV Art Production Semester course; 2 studio hours. 1 credit. Staff • This course is designed to introduce the visual designer to the techniques and methods of television production.

Com. Art 345-346 Photography Workshop Continuous course; 4 studio hours; prerequisite: Com. Art 243-244. 2-2 credits. Staff • Class problems in advanced photographic and film techniques. Individual projects as required to coordinate with other junior and senior studios. Lab fee \$5.00.

Com. Art 347, 348 Film Workshop Semester courses; 1 lecture, 4 studio hours. 3, 3 credits. Continuation of film techniques from Com. Art 345 Photography Workshop and problems related to Com. Art 335-336 Advanced Design II.

Com. Art 411 Printed Art Direction Semester course; 2 studio hours. 1 credit. Staff • This course is designed to cover the creative production and managing problems characteristic of the art director's position in advertising and the communication field.

Com. Art 412 TV Art Direction Semester course; 2 studio hours. 1 credit. Staff • A workshop course in the direction of art for television.

Com. Art 431-432 Graphic Illustration Continuous course; 4 studio hours, 1 lecture 3-3 credits. Staff • Advanced course for development of all types of creative illustration in different media as they relate to contemporary trends in advertising art. Preparation of finished art for reproduction is also emphasized.

Com. Art 433-434 Printing and Graphics Continuous course; 1 lecture and 4 studio hours. 3-3 credits. Staff • This course is a workshop in printing, typography and graphics. Finished art work is done on an individual and class basis in collaboration with the design and other junior and senior studio courses. A printed project is required as a thesis of all students receiving a degree.

Com. Art 435-436 Advanced Design III Continuous course; 10 studio hours, 1 lecture. 6-6 credits. Prerequisite: Com. Art. 335-336. Staff • Communication arts and graphic design problems assigned on an individual and class basis by instructor and visiting critic as problem requires. Designs from this class may be carried over to other senior studios for development. An individual degree project is required in either this course or Com. Art 433-434.

Com. Art 442 TV Art Production Semester course; 2 studio hours. 1 credit. Staff • Advanced techniques and methods of television production.

Com. Art 445-446 Advanced Photography Workshop Continuous course; 4 studio hours, 1 lecture; prerequisite: Com. Art 345-346. 3-3 credits. Nan.

Com. Art 447-448 Advanced Film Workshop Continuous course; 1 lecture, 4 studio hours. 3-3 credits. Further study in the area of film. Prerequisite: Com. Art 347-348 Film Workshop.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition the undergraduate courses listed below are offered in the evening *only*. See the Evening College bulletin for complete information.

Com. Art 341E TV Art Production 1 credit.

Com. Art 411E Communication Art 1 credit.

Com. Art 412E TV Art Direction 1 credit.

Com. Art 442E TV Art Production 1 credit.

COURSES IN CRAFTS

CR 111-112 Applied Design Continuous course; 4 studio hours. 2-2 credits. Staff • A course designed for therapy majors covering the fundamentals of two and three dimensional design.

CR 211-212 Sophomore Seminar Continuous course; 1 seminar hour. 1-1 credits. Staff.

CR 251-252 Ceramics Continuous course; 6 studio hours. 3-3 credits. Staff • A basic course in the development of hand building processes, potter's wheel, application of glazes, understanding of materials, and emphasis on sensitivity to design. Tool kit required.

CR 253-254 Metal and Jewelry Continuous course; 6 studio hours. 3-3 credits. Eastman • This course is based upon the understanding of metal and the development of a sense of design. Semester is divided between technical essentials of hammered metal and jewelry, including enameling and lapidary. Tool kit required.

CR 255 Ceramics for Therapists Semester course; 4 studio hours. 2 credits. Staff • A basic course covering fundamentals of ceramics for therapy majors.

CR 259 Woodwork for Therapists Semester course; 6 studio hours. 3 credits. Staff • A basic course covering fundamentals of woodworking for therapy majors.

CR 309-310 Weaving Continuous course; 4 or 6 studio hours; prerequisite: consent of instructor. 2 or 3 credits. Staff • This course includes making warps and dressing looms, various techniques in two and four harness weaving on foot power and table looms; color and texture; and finishing of woven articles.

CR 311-312 Senior Seminar Continuous course; 1 seminar hour. 1-1 credits. Staff.

CR 313, 413/CR 314, 414 Educational and Recreational Crafts Continuous course; 4 or 6 studio hours. 2, 3-2, 3 credits. Staff • An experimental approach to materials, tools and techniques, together with the assumption of the discipline necessary to the craftsman.

CR 315-316, 415-416 Fabrics Continuous course; 6 studio hours. 3-3 credits. Staff • Exploration of techniques in batik, silk screen, tie dye, block printing, etc.

CR 320-321 Experimental Materials and Techniques Continuous course; 6-6 studio hours. 3-3 credits. Staff • Experimentation with both traditional and untried materials.

CR 351, 352 Advanced Ceramics Semester courses; 6 or 8 studio hours; prerequisite: A & C 251-252. 3, 4-3, 4 credits. Staff • An opportunity for specialization in more advanced ceramic projects.

CR 353, 453/CR 354, 454 Advanced Metal and Jewelry Semester courses; 6 or 8 studio hours; prerequisite: CR 253-254. 3, 4-3, 4 credits. Staff • This course offers opportunity for specialization and development of techniques.

CR 359, 360 Wood Materials and Processes Semester courses; 6 or 8 studio hours; prerequisite: consent of instructor. 3, 4-3, 4 credits. Staff • A course to develop understanding, appreciation, and skill in the use and care of woodworking tools. Stress is placed on hand tool processes, good design, proper construction, and simple finishes.

CR 365-366 Costume Jewelry Continuous course; 1 lecture hour and 2 or 3 studio hours. 1, 2-1, 2 credits. Staff • Designed primarily for students majoring in Fashion courses. Course includes design, construction, and utilization of materials adaptable for use with the costume.

CR 409-410 Advanced Weaving Semester courses; 6 studio hours; prerequisite: CR 309, or its equivalent. 3 credits. Staff • These courses offer an opportunity for developing techniques and specialization in more advanced projects.

CR 449, 450 Individual Projects, Research Semester courses; 8 or 12 studio hours; prerequisite: consent of department head; 4 or 6, 4 or 6 credits. Staff • Independent work for students wishing to concentrate in a given area, i.e., ceramics, crafts, metal, weaving or wood.

CR 451, 452 Ceramic Technology Semester course; 6 or 8 studio hours; prerequisite: CR 251-252. 3, 4-3, 4 credits. Staff • Technical study of materials, calculations, kiln design and operation.

CR 459, 460 Advanced Wood Materials and Processes Semester courses; 6 or 8 studio hours; 3 or 4 credits. Staff • Advanced design, layout, and construction. Alternative methods of joinery and flexible use of equipment. Individual research in a technical problem culminating in a thesis project.

CR 461, 462 Field Work Semester courses; 15 hours per week for 16 weeks. 6-6 credits. Staff • Prerequisite: Consent of department head. Senior students are assigned on an individual basis. Field work supervisor will arrange students' work and evaluate their performance.

COURSES IN FASHION ART

Fash. Art 201-202 Fashion Drawing and Illustration I Continuous course; 12 studio hours. 6-6 credits. Richardson • Introducing the principles of fashion illustration by means of basic pencil drawing, followed by pen-and-ink and brush techniques; rendering and reproducing apparel, houseware and home furnishings.

Fash. Art 203-204 Fashion Lettering Continuous course; 2 studio hours. 1-1 credits. Staff • The history and appreciation of basic lettering with inside as to fashion layouts.

Fash. Art 301-302 Advanced Fashion Drawing and Illustration II Continuous course; 12 studio hours; prerequisite: Fash. Art 201-202. 6-6 credits. Richardson • Modern techniques of drawing for newspapers, magazines, and catalogues. Instruction in illustrating the fashion figure, drawing apparel details and drawing from life models.

Fash. Art 303-304 Fashion Layout Continuous course; 6 studio hours; prerequisite: Fash. Art 201-202; 203-204. 3-3 credits. Andrews • Study of design as applied to the creation of original rough and comprehensive layout used in advertising.

Fash. Art 305-306 Fashion Sketching Continuous course; 1 lecture and 8 studio hours; prerequisite: Fash. Art 203-204. 5-5 credits. Andrews • Sketching of merchandise and stylized fashion figures, adapted from life models incorporating the principles of human anatomy.

Fash. Art 401-402 Fashion Drawing and Illustration III Continuous course; 12 studio hours; prerequisite: Fash. Art 301-302. 6-6 credits. Gossett • Preparing portfolios of finished fashion illustrations in various media and work on advanced and specialized level for positions in department stores, newspaper and advertising agencies.

Fash. Art 403-404 Advanced Fashion Layout Continuous course; 1 lecture and 8 studio hours; prerequisite: Fash. Art 303-304. 5-5 credits. Southward • Emphasizing creative art, psychology of advertising, typography and preparing projects from mailing folders to full page "prestige" ads, professional layouts to be included in the student's portfolio.

Fash. Art 405-406 Advertising Art Continuous course; 1 lecture, 2 studio hours; prerequisite: Fash. Art 301-302; 305-306. 2-2 credits. Staff • Special problems for fashion artists in retail advertising, including production techniques, sales, special promotions, advertising campaigns, and institutional ads.

Fash. Art 407, 408 Fashion Illustration Studio Semester courses; 12 studio hours; prerequisite: Fashion Art 301-302. 6,6 credits. Gossett • Fashion illustration and instruction in men's fashions and home furnishings. Original layout is stressed with emphasis on new techniques.

COURSES IN FASHION DESIGN

Fash. Design 201-202 Clothing Construction Continuous course; 4 studio hours. 2-2 credits. Staff • Introducing the principles involved in garment construction with emphasis on professional design-room practices as to sewing, pressing, and finishing of garments.

Fash. Design 203-204 Apparel Design I Continuous course; 2 studio hours. 1-1 credits. Staff • Emphasizing fashion fundamentals as to lines, colors, texture, etc., how to capitalize figure assets and nullify faults, to stress cultivation of style sense, and to acquire smartness and individuality, also a study of outstanding designers.

Fash. Design 205-206 Pattern Drafting Continuous course; 1 lecture, 2 studio hours. 2-2 credits. Pace • Fundamental principles of flat pattern making, developing various styles from the master pattern, creating original designs to be constructed in muslin with emphasis on fitting, and introducing grading for commercial purposes.

Fash. Design 207-208 Fashion Illustration Continuous course; 2 studio hours. 1-1 credits. Pace • Introducing drawing of the fashion figure and apparel, sketching in pencil, using water color efficiently, and developing skill in quick fashion sketching.

Fash. Design 301-302 Draping and Design I Continuous course; 1 lecture and 8 studio hours. 5-5 credits. Goodman • Introducing first the fundamentals

of draping in the muslin on the dress form, then developing designs from sketching, and finally creating original designs.

Fash. Design 303-304 Apparel Design II Continuous course; 1 lecture, 2 studio hours; prerequisite: Fash. Design 203-204. 2-2 credits. Staff • Exposing students to many sources for design inspiration: Costume research, trips to museums, nature, music, and different countries help to stimulate the student to create effective designs.

Fash. Design 305-306 Advanced Pattern Drafting and Design Continuous course; 1 lecture and 8 studio hours; prerequisite: Fash. Design 201-202 and Fash. Design 205-206. 5-5 credits. Pace • Developing the use of the master pattern sloper on an advanced level with the interpretation and complete execution of the student's original design.

Fash. Design 307-308 Design in Millinery I Continuous course; 6 studio hours. 3-3 credits. Goodman • Emphasizing designing and constructing of hats in fabrics, felt and straw to meet the standards of the finest millinery establishments.

Fash. Design 401-402 Design Studio Continuous course; 1 lecture and 12 studio hours; prerequisite: Fash. Design 301-302 and 303-304. 7-7 credits. Windmueller • Assignments on an individual basis; encouraging original designing, conceiving ideas through any media or research, preparing designer collections in portfolio form, research paper. The second semester is devoted entirely to the annual fashion show preparations.

Fash. Design 405-406 Design in Tailoring Continuous course; 1 lecture and 8 studio hours; prerequisite: Fash. Design 305-306. 5-5 credits. Goodman • Stressing pleasing coordination between the design, fabric and model, selected for the coat or suit, and emphasizing custom tailoring technique as required in high fashion establishments.

Fash. Design 407-408 Design in Millinery II Continuous course; 6 studio hours; prerequisite: Fash. Design 307-308. 3-3 credits. Pace • Originality, becomingness, and proficiency are stressed to meet high professional standards.

Fash. Design 409, 410 Studio Workshop Semester courses; 1 lecture, 12 studio hours; prerequisite: Fash. Design 301-302 and 303-304. 7, 7 credits. Windmueller • The student is introduced to high fashion workshop procedure with emphasis on individual thesis projects.

Fash. Design 413, 414 Pattern Drafting and Design III Semester courses; 1 lecture and 8 studio hours; prerequisite: Fash. Design 305-306. 5, 5 credits. Goodman • This course offers additional techniques to previously developed methods of pattern making with emphasis on solving complex problems.

Fash. Design 411 Design from Commercial Pattern 3 credits. 15 studio hours. 9:00-12:00 daily Mosque 401. Goodman • A course offered to students not

enrolled in the Dept. of Fashion Design. It gives the layman the opportunity to learn designing by method of developing the basic commercial pattern. All garments are executed in muslin only with emphasis on designing and fitting. (Offered in Summer Session only).

Fash. Design 412 European Art and Fashion Tour 21 days in August, 3 credits. Windmueller • This course is offered to fashion majors and other interested students. The program includes visits to textile stylists and mills, fashion boutiques, studios of famous designers and attending the showing of their collections. Private group tours are conducted to art and costume museums, galleries, ancient ruins, cathedrals, and palaces in England, Italy and France. (Summer only).

Evening College Courses

The undergraduate courses listed below, which are open to all students, are offered in the evening only. These courses are not applicable for students enrolled in the Fashion degree program. See the Evening College bulletin for complete information.

Fash. Design 251E, 252E Dressmaking and Sewing 2, 2 credits.

Fash. Design 351E, 352E Advanced Dressmaking and Sewing 2, 2 credits.

COURSES IN INTERIOR DESIGN

Int. Des. 201-202 Beginning Interior Design Studio Continuous course; 2 lecture hours, 8 studio hours. 6-6 credits. Staff • Color theory, the elements of interior architecture, and major considerations in the selection and placement of furnishings are taught and developed through a series of watercolor and measured-drawing problems. The student then makes use of this information when he designs and furnishes complete interiors.

Int. Des. 203-204 Introduction to Architecture Continuous course; 1 lecture, 2 studio hours. 2-2 credits. Staff • Blueprint reading and drawing, and structural analysis.

Int. Des. 211-212 Introduction to Interior Design Semester courses; 3 lecture hours. 3-3 credits. Staff • An analysis of the fundamentals, of decorating through the study of draperies, furniture selection and arrangement, color, wall composition, textiles, wallpapers, and decorative accessories.

Int. Des. 301-302 Intermediate Interior Design Studio Continuous course; 6 studio hours. 3-3 credits. Staff • Contemporary residential interiors are designed to meet the needs of specific clients. In keeping with the endeavor to prepare the students for the professional world, the problems are as varied as possible.

Int. Des. 311-312 Commercial Design Continuous course; 2 lecture, 8 studio hours. 6-6 credits. Staff • Practical application of design work with emphasis on manufacturers in the field of commercial design. Working from blueprints, the students plan complete commercial layouts for professional presentation.

Int. Des. 321-322 History of Interior Design and Architecture. Continuous course; 3 lecture hours. 3-3 credits. Hester • A survey of the great styles of interior design and decoration dating from Ancient Greece. Emphasis is given to the styles in Italy, France, England, and America from the Renaissance to the present.

Int. Des. 331-332 Studio Procedures Continuous course; 3 lecture hours. 3-3 credits. Staff • Study of decorating studio and workroom procedures and layout. Measuring and estimating problems are a major part of the work.

Int. Des. 401-402 Advanced Interior Design Studio Semester courses; 2 lecture, 8 studio hours. 6-6 credits. Staff • Problems exploring the relationships of designs to the influences which produced them.

Int. Des. 421-422 Furniture Design and Construction. Continuous course; 6 studio hours. 3-3 credits. Staff • Original student furniture designs are developed through a coordinated study of structure and materials.

Int. Des. 441E Survey of Modern Architecture Both semesters; 3 lecture hours. 3 credits. Ullman • General survey of the field of architecture. An analysis of the works of architects from the nineteenth and twentieth centuries.

Int. Des. 451, 452 Field Work Semester courses; 6 studio hours; prerequisite: consent of the Department Head. 3, 3 credits. Staff • Field work in cooperation with the members of the Virginia Chapter of the American Institute of Interior Designers. Open only to junior and senior students of high standing.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate course listed below which is open to all students is offered in the evening only. See the Evening College bulletin for complete information. Course descriptions for required Evening College courses are included in this bulletin.

Int. Des. 103E Introductory Interior Design Studio Course 2 credits.

Int. Des. 217E-218E Great Houses and Monuments: Europe and America. 3 credits.

COURSES IN SCULPTURE

SC 211-212 Sculpture, Basic Continuous course; 8 studio hours. 4-4 credits. Staff • Basic Sculptural concepts are introduced with a series of projects which

also acquaint the student with traditional materials and techniques including mold making and casting.

SC 311, 312 Sculpture, Intermediate Semester courses; 8 studio hours. 4, 4 credits. Staff • Work in greatest variety of traditional materials (stones, woods, and metals); also experimental media such as plastics and special techniques. Emphasis on direct work and creative independence.

SC 411, 412 Sculpture, Advanced Semester courses; 8 or 12 studio hours. 4 or 6 credits. Staff • Emphasis on large sculpture and advanced techniques. The development of the individual's personal style is encouraged.

SC 411, 412 Sculpture, Advanced Semester courses; 8 or 12 studio hours. 4 or 6 credits. Renick • Emphasis on large sculpture and advanced techniques. The development of the individual's personal style is encouraged.

COURSES IN PAINTING AND PRINTMAKING

P & P 205-206 Painting and Composition Continuous course; 8 studio hours. 4-4 credits. Staff • An introduction to the use of oil paints with an emphasis on the organization of the artistic image, through the use of plastic form and color. Second semester: Intensification of painting problems coupled with analysis of historical and contemporary works.

P & P 215-216 Printmaking, Basic Continuous courses; 6 studio hours. 3-3 credits. Staff • The first semester is an introduction to the use of inks, brayers, and presses with work in relief printing, collograph and woodcut. Second semester: Introduction to and investigation of screen printing and work in color.

P & P 305-306 Painting, Intermediate Continuous courses; 8 studio hours. 4-4 credits. Staff • Primary emphasis on the development of an individual direction in the context of contemporary ideas and images in painting.

P & P 307 Materials and Techniques of Painting Semester course; 4 studio hours. 4 credits. Staff • The purpose of this course is to acquaint the student with the essential nature and use of traditional and contemporary materials. Open to advanced students in the Department of Painting and Printmaking.

P & P 315-316 Printmaking, Intermediate (Planographic) Continuous courses; 6 studio hours. 3-3 credits. Staff • Investigation of techniques and technical printing problems in planographic printing processes from stones and plates.

P & P 317-318 Printmaking, Intermediate (Intaglio) Continuous courses; 6 studio hours. 3-3 credits. Staff • Investigation of intaglio printmaking; dry-point, etching, engraving, aquatint, soft grounds and related techniques.

P & P 321-322 Drawing, Intermediate Continuous courses; 6 studio hours. 3-3 credits. Staff • Drawing for advanced students with special emphasis on creative response to the drawing as a work of art.

P & P 405-406 Painting, Advanced Continuous courses; 8-12 studio hours. 4-6 credits. Staff • More ambitious projects with the aim of developing in the senior student a highly professional approach and achievement in his work. Individual as well as group discussions.

P & P 415-416 Printmaking, Advanced Continuous courses; 6-12 studio hours. 3-6 credits. Staff • Specialization in one medium with emphasis upon technical research and esthetic suitability of the design to the particular medium used.

P & P 421-422 Drawing, Advanced Continuous courses; 6 studio hours. 3-3 credits. Staff • A studio for drawing with individual criticism. Special attention is given to contemporary concepts.

SCHOOL OF ARTS AND SCIENCES

BIOLOGY

CHEMISTRY

ENGLISH

FOREIGN LANGUAGES

HISTORY AND POLITICAL

SCIENCE

MATHEMATICS

PHILOSOPHY AND RELIGION

PHYSICS AND PHYSICAL

SCIENCE

TWO-YEAR PROGRAM IN LIBERAL ARTS

SCHOOL OF ARTS AND SCIENCES

J. EDWIN WHITESELL, Dean

The School of Arts and Sciences is composed of the Departments of Biology, Chemistry, English, History and Political Science, Mathematics, Foreign Languages, Philosophy and Religion, and Physics. Courses in philosophy and religion are offered as electives. Baccalaureate degrees are offered in all other departments. A two-year program, leading to the degree of Associate in Arts, is provided in liberal arts. Information concerning curricula in these departments is given in their respective sections.

BIOLOGY

LEWIS C. GOLDSTEIN, Chairman of the Department

Marybruce L. Dowd / Edwin H. Feinberg / James C. Harlan / Jackson E. Jeffrey
T. D. Kimbrough / Margaret L. May / Glenn Murphy / Kenneth R. Orwig
John D. Reynolds / Walter L. Richards / J. M. Sharpley / Peggy W. Watts

The Department of Biology offers a Bachelor of Science degree to prepare students for graduate study in biology; for teaching science in the secondary schools; for employment in biological, public health, and industrial laboratories, and in related fields of business and industry; and for admission to schools of medicine and dentistry. Cooperative programs leading to a B.S. degree are available in Physical Therapy as well as an associate degree in Radiologic Technology. A curriculum also is available for students planning to enter pharmacy schools.

In addition to these curricula, there are programs in pre-medicine and in pre-dentistry that are designed to prepare students to enter professional schools that accept students upon the completion of three years of successful undergraduate work. The University has an arrangement whereby it will award a B.S. degree to a student who earns a degree in either medicine or dentistry from an accredited school in lieu of completing the fourth year of work on campus.

Entrance requirements for individual schools can be found in the bulletin "Admission Requirements of American Medical Colleges." During the third year, applicants for medical and dental schools should take the respective aptitude tests.

The curriculum below satisfies the admission requirements for most schools of medicine and dentistry and serves those interested in a basic background in all areas of science.

Curriculum in Science

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Biology 101-102. General Biology	4	4
Chemistry 101-102. General Chemistry and Qualitative Analysis	4	4
English 101-102. Composition and Literature	3	3
Mathematics 103-104. College Algebra and Trigonometry or Mathematics 107-200. Algebra and Trigonometry and Analytic Geometry and Calculus	3	3-4
Foreign Language	3	3
	<hr/>	<hr/>
	17	17-18
<i>Second Year</i>		
Biology 201-202. Vertebrate Morphology and Embryology	4	4
Physics 205-206. General Physics	4	4
English 201-202. Western World Literature	3	3
Foreign Language or Approved Elective	3	3
Psychology 201. General Psychology	3	-
Approved Elective	-	3
	<hr/>	<hr/>
	17	17
<i>Third Year</i>		
Chemistry 301-302. Organic Chemistry	4	4
Electives. Advanced Science	8	4
Approved Electives. Humanities	3	6
	<hr/>	<hr/>
	15	14
<i>Fourth Year</i>		
Approved Electives. Advanced Science	4	4
Approved Electives	12	9
	<hr/>	<hr/>
	16	13

The following curriculum satisfies the admission requirements for most graduate schools and permits the student to concentrate in biology.

Curriculum in Biology

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Biology 101-102. General Biology	4	4
Chemistry 101-102. General Chemistry and Qualitative Analysis	4	4
English 101-102. Composition and Literature	3	3
Foreign Language (French, German, or Russian)	3	3
Mathematics 103-104. Freshman Mathematics	3	3
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Biology 201. Vertebrate Morphology	4	-
Biology 202 or 204. Vertebrate Embryology or Invertebrate Zoology	-	4
Chemistry 301-302. Organic Chemistry	4	4
English 201-202. Western World Literature	3	3
Foreign Language (French, German, or Russian)	3	3
Physical Education (Optional)	1	1
	<hr/> 15	<hr/> 15
<i>Third Year</i>		
Biology 301-302. Plant Morphology	4	4
Biology 310 and L310. Genetics	4	-
Physics 205-206. General Physics	4	4
History or Political Science	3	3
Approved Elective	-	4
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
Biology 303 or 311. Bacteriology or General Physiology..	4	-
Biology 404. Ecology	-	4
Biology Elective or Chemistry*	4	4
Approved Electives	7	7
	<hr/> 15	<hr/> 15

* Pre-medical students should elect Chemistry 202.

PRE-PHYSICAL THERAPY

The pre-physical therapy program is offered in cooperation with approved schools of physical therapy.

Satisfactory completion of the first two years of the curriculum outlined will allow for application to schools of physical therapy offering two years of professional training. The physical therapy school grants the Bachelor of Science degree.

Satisfactory completion of three years as outlined below will allow for application to schools of physical therapy offering professional training of two years or less. The Bachelor of Science degree is granted by the Virginia Commonwealth University.

Curriculum in Pre-physical Therapy

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology	4	4
English 101-102. Composition and Literature	3	3
Foreign Language or Approved Elective	3	3
Mathematics 103-104. Freshman Mathematics	3	3
Chemistry 101-102. General Chemistry	4	4
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Biology 201-202. Vertebrate Morphology and Embryology ..	4	4
Physics 205-206. General Physics	4	4
English 201-202. Western World Literature or Elective ..	3	3
Approved Electives (suggested): Biology, Economics, History, Language, Philosophy, Psychology, Social Science	6	3
	<hr/>	<hr/>
<i>Third Year</i>		
Biology or Chemistry, Elective	4	4
Psychology 407. Abnormal Psychology	3	-
Psychology Elective	-	3
Approved Electives (suggested): History, Sociology, Psycholo- gy, English, Biology, Speech	9	9
	<hr/> 16	<hr/> 16
<i>Fourth Year</i>		
Clinical Training		32

BIOLOGY EDUCATION

The following curriculum satisfies the certification requirements for secondary teachers in the subject matter listed as well as the requirements for teaching general science.

Curriculum in Biology Education

	Credits	
	1st Sem.	2nd Sem.
First Year		
Biology 101-102. General Biology -----	4	4
Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
Mathematics 103-104. Freshman Mathematics or Mathematics 107-200. Algebra and Trigonometry and Analytic Geometry and Calculus -----	3	3-4
Physical Education -----	1	1
	15	15-16
Second Year		
Biology 201. Vertebrate Morphology -----	4	-
Biology 202 or 204. Vertebrate Embryology or Invertebrate Zoology -----	-	4
English 201-202. Western World Literature -----	3	3
History 201-202. American History -----	3	3
*Physics 205-206. General Physics -----	4	4
Psychology 201. General Psychology -----	-	3
Sociology 201. General Sociology -----	3	-
	17	17
Third Year		
Biology 301-302. Plant Morphology I and II -----	4	4
*Chemistry 301-302. Organic Chemistry -----	4	4
Approved Elective. Music, Foreign Language and/or Art --	3	3
Approved Electives. Social Science, Economics, History, Political Science, Sociology -----	-	3
Physical Education -----	1	-
Approved Elective -----	3	3
	15	17

*Approved Science elective may be substituted.

		Credits		
		1st Sem.	2nd Sem.	
			Block A	B
Fourth Year				
Education 319.	The Secondary School Curriculum -----	-	3	-
Education 403.	Methods in the Secondary School -----	-	3	-
Education 404.	Foundation of Education -----	3		
Education 436.	Supervised Teaching—Secondary -----	-		6
Health Education 305.	School and Community Hygiene --	3		
Psychology 305.	Educational Psychology -----	-	3	-
Approved Electives.	Advanced courses in Biology -----	8	-	-
		<hr/>	<hr/>	
		14	15	

Virginia Commonwealth University offers an Associate in Science degree in the program in Radiologic Technology, described below. Students will complete the major part of the first year at the Academic Division campus and the remainder of the program at the Medical College of Virginia, the Health Sciences Division of the University.

Radiologic Technology

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 103-104. Anatomy and Physiology	3	3
English 101-102. Composition and Literature	3	3
Mathematics 103-104. Freshman Mathematics	3	3
Psychology 201. General Psychology	3	-
Sociology 201. General Sociology	-	3
R 101-102. Radiography	3	3
R 105. Introduction to Patient Care	-	1
	<hr/>	<hr/>
	15	16

	Credits	
	1st Sem.	2nd Sem.
Summer Session		
R 201-202. Applied Radiography -----	8	
Second Year		
R 200. Radiographic Physics -----	2	-
R 203. Radiographic Positioning -----	4	-
R 204. Film Critique -----	-	2
R 205-206. Applied Radiography -----	6	6
R 207. Departmental Administration -----	-	2
R 208. Topographic Anatomy -----	1	-
R 209. Radiation Safety -----	-	2
Business 145. Beginning Typing -----	3	-
Business 325. Business Writing -----	-	3
	-----	-----
Third Year	16	15
R 302. Practicum -----	16	16
TOTAL	102	

COURSES IN BIOLOGY

Biol. L100 Life Science Laboratory 1 lecture hour, 2 laboratory hours; pre-requisite: Biology 105-106. 2 Credits. Staff • A laboratory survey and review of the plant and animal kingdom.

Biol. 101-102 General Biology Year course; 3 lecture and 3 laboratory hours. 8 Credits. Staff • An introductory course to present the fundamental processes of life through the study of the taxonomy, morphology, and physiology of plants and animals and their relationship to their environment.

Biol. 103-104 Anatomy and Physiology Year course; 2 lecture and 2 laboratory hours. 6 Credits. Staff • A study of the normal structure and function of the human body. *Open only to students in nursing, medical secretarial, and radiologic technology programs.*

Biol. 105-106 Life Science Year course; 3 lecture hours. 6 Credits. Staff • A survey of the biological world by means of a comparative study of plant and animal groups and their relationship to man. *Not applicable toward a degree in Biology.*

Biol. 108 Microbiology Both semesters; 2 lecture and 2 laboratory hours. 3 Credits. Staff • A study of the microscopic agents of disease including methods of disinfection, factors of infecting and immunity, and an introduction to the important infectious diseases. Laboratory emphasis is on methods of study and proper techniques. *Open only to nursing students.*

Biol. 201 Vertebrate Morphology Semester course; 2 lecture and 6 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Goldstein • The evolution of vertebrate forms as demonstrated by anatomical studies of selected vertebrate types.

Biol. 202 Vertebrate Embryology Semester course; 2 lecture and 6 laboratory hours; prerequisite: Biol. 101-102. 4 Credits. Goldstein • A comparative study of vertebrate development.

Biol. 203 Plant Anatomy Semester course; 2 lecture and 6 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Staff • A comparative study of the structure of cells, tissues, and organs of the seed plants.

Biol. 204 Invertebrate Zoology Second semester; 2 lecture and 6 laboratory hours; prerequisite: Biology 101-102. 4 credits. Orwig • A survey of the invertebrate animals examining morphologies, life cycles, evolutionary relationships, and the importance of these organisms to man. Selected representative species will be studied in detail in the laboratory.

Biol. 205 Basic Human Anatomy First semester; 2 lecture hours, 4 laboratory hours; prerequisite: Biology 101-102. 4 Credits. May • A study of human body structure with emphasis on the skeleto-muscular aspect, utilizing the cat for dissection and human specimens and models as demonstrations.

Biol. 206 Human Physiology Semester course offered each semester; 3 lectures and 3 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Kimbrough • A study of the functioning of the human body with emphasis on the experimental procedures.

Biol. 301 Plant Morphology I Semester course; 2 lecture and 6 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Reynolds • Morphology of the thallophytes and bryophytes.

Biol. 302 Plant Morphology II Semester course; 2 lecture and 6 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Reynolds • Morphology of the tracheophytes.

Biol. 303 Bacteriology First semester; 2 lecture and 6 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Sharpley • A study of the morphology and physiology of bacteria, yeasts, and molds as applied to their cultivation, identification, economic and hygienic significance.

Biol. 304 Mycology Second semester, 2 lecture, 6 laboratory hours, prerequisite, Biology 303 or permission of instructor. 4 Credits. Sharpley • The morphology, identification, and laboratory culture of fungi.

Biol. 307 Anatomy and Kinesiology of Man First semester; 4 lecture hours; 6 laboratory hours; prerequisite: Biology 101-102 and permission of the instructor. 6 credits. Jeffrey • A regional study of the basic structure and

kinesiology of the human body using models, prosected specimens, and the dissected cadaver. Course designed for students in the School of Occupational Therapy.

Biol. 308 Vertebrate Histology Semester course; 3 lecture and 3 laboratory hours; prerequisite: Biology 101-102. 4 Credits. Jeffrey • The microscopic structure of vertebrate tissues and organs and the techniques used in the preparation of materials for histological study.

Biol. 310 Genetics First semester; 3 lecture hours; prerequisite: Biology 101-102 or 105-106. 3 Credits. Staff • The basic principles of genetics and eugenics with emphasis on their applications.

Biol. 310L Genetics Laboratory First semester; 3 laboratory hours; prerequisite: Biology 101-102. 1 Credit. Staff • Practical experience in the gathering and analysis of genetical data. Can only be taken concurrently with Biology 310.

Biol. 311 General Physiology First semester; 3 lecture and 3 laboratory hours; prerequisite: Biol. 101-102 and Chem. 101-102. 4 credits. Kimbrough • Physiological principles illustrated by cells, tissues, organs, and organisms from the viewpoint of chemical and physical phenomena.

Biol. 320 Medical Bacteriology Second semester; 2 lecture and 2 laboratory hours; prerequisite: Biology 303. 3 Credits. Williams • A survey of medically important bacteria, viruses, and rickettsials with emphasis on serology and immunology.

Biol. 332 Environmental Pollution Second Semester; 3 lecture hours; 3 Credits. Sharpley. An introduction to the causes and effects of air and water pollution in our environment with emphasis on the procedures for detection and abatement. *Not applicable to a degree in Biology.*

Biol. 401 Industrial Microbiology Either semester; 3 lecture hours; prerequisite: Biology 303 or equivalent. 3 Credits. Sharpley • General survey of microorganisms of industrial importance with special reference to the paper, food, textile, paint, petroleum, tobacco, chemical, and pharmaceutical industries.

Biol. 402 Functional Anatomy of the Extremities Second semester; 1 lecture and 6 laboratory hours; prerequisite: Biol. 305. 3 Credits. Jeffrey • A detailed study of the anatomy of the extremities, with particular emphasis on functional aspects, by dissection of the human cadaver.

Biol. 404 Ecology Second semester; 3 lecture and 3 laboratory hours; prerequisite: 12 credits in Biology. 4 Credits. Murphy • A study of the interaction of the organism and the biological and physical environments.

Biol. 405 Bacterial Physiology Second Semester; 3 lecture hours; 3 laboratory hours; prerequisite: Biology 303 or permission of instructor. 4 Credits. Sharpley • The physiology of bacterial metabolism and growth. Industrial and economically important bacteria will be stressed.

Biol. 407-408 Special Problems Continuous course; prerequisite: consent of Department Head. Credit to be arranged. Staff • Application of academic knowledge in the solution of biological problems.

Biol. 410 Spring Flora Second semester; 1 lecture hour; 5 laboratory hours; prerequisite: Biology 101-102 or permission of instructor. 3 Credits. Reynolds. Identification of the higher vascular plants in the Richmond area and vicinity. Laboratory work will include field trips for the collection of materials.

Biol. 429 Neuroanatomy Second semester; prerequisite: Biology 307 or permission of instructor. 3 Credits. Jeffrey • A study of the morphology and functional aspects of the central and peripheral nervous system of the human body.

CHEMISTRY

MARY E. KAPP, Chairman of the Department

Donald R. Baker / Robert G. Bass / John F. Lefelhocz / Vito Morlino
Raphael M. Ottenbrite / William A. Peabody / B. L. Stump

The department offers a Bachelor of Science degree to prepare students for graduate study in chemistry; for teaching science in the secondary schools; for employment in chemical and industrial laboratories, and in related fields of business and industry; and for admission to schools of medicine and dentistry. Cooperative programs leading to a B.S. degree are available in Medical Technology.

In addition to the four-year curricula, there are programs in pre-medicine and in pre-dentistry that are designed to prepare students to enter professional schools that accept students upon the completion of three years of successful undergraduate work. The University has an arrangement whereby it will award a B.S. degree to those students who earn a degree in either medicine or dentistry from an accredited school in lieu of completing the fourth year of work on campus. Entrance requirements for individual schools can be found in the bulletin "Admission Requirements of American Medical Colleges". During the third year, applicants for medical and dental schools should take the respective aptitude tests.

The curriculum below satisfies the admission requirements for most schools of medicine and dentistry, serves those interested in a basic background in all areas of science, and permits concentration in chemistry.

Curriculum in Science

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology -----	4	4
Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
Mathematics 103-104. Freshman Mathematics or Mathematics 107-200. Algebra and Trigonometry and Calculus with Analytic Geometry -----	3	3-4
Foreign Language or Elective -----	3	3
	<hr/> 17	<hr/> 17-18
<i>Second Year</i>		
Chemistry 301-302. Organic Chemistry -----	4	4
English 201-202. Western World Literature -----	3	3
Foreign Language or Elective -----	3	3
Psychology 201. General Psychology -----	3	-
Approved Electives -----	4	6
	<hr/> 17	<hr/> 16
<i>Third Year</i>		
Physics 205-206. General Physics -----	4	4
Electives. Advanced Science -----	8	4
Electives. Humanities -----	3	6
	<hr/> 15	<hr/> 14
<i>Fourth Year</i>		
Electives. Advanced Science -----	4	4
Approved Electives -----	12	9
	<hr/> 16	<hr/> 13

Curriculum in Chemistry

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
German 101-102. Elementary German -----	3	3
History 101-102. History of Europe or		
History 201-202. American History -----	3	3
Mathematics 107. Algebra and Trigonometry or equivalent	3	-
Mathematics 200. Calculus with Analytic Geometry -----	-	4
	<hr/> 16	<hr/> 17
<i>Second Year</i>		
Chemistry 301-302. Organic Chemistry -----	4	4
English 201-202. Western World Literature or		
English 203-204. English Literature -----	3	3
German 201-202. Intermediate German -----	3	3
Mathematics 201-202. Calculus with Analytic Geometry -----	4	3
Physics 205-206. General Physics -----	4	4
	<hr/> 18	<hr/> 17
<i>Third Year</i>		
Chemistry 202. Quantitative Analysis -----	4	-
Chemistry 303. Physical Chemistry -----	3	-
Chemistry 304. Physical Chemistry -----	-	3
Chemistry L304. Physical Chemistry Laboratory -----	-	2
Chemistry 403. Qualitative Organic Analysis -----	-	4
Mathematics 301. Differential Equations -----	3	-
Approved Electives -----	6	6
	<hr/> 16	<hr/> 15

	Credits	
	1st Sem.	2nd Sem
<i>Fourth Year</i>		
Chemistry 401. Advanced Physical Chemistry -----	3	-
Chemistry L401. Advanced Physical Chemistry Laboratory -----	1	-
Chemistry 406. Advanced Inorganic Chemistry -----	-	3
Chemistry 409. Advanced Analytical Chemistry -----	4	-
Science or Mathematics Elective -----	3	3
Approved Electives -----	3	6
	<hr/> 14	<hr/> 12

CHEMISTRY EDUCATION

The following curriculum satisfies the certification requirements for secondary teachers in the subject matter listed as well as the requirements for teaching general science.

Curriculum in Chemistry Education

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology -----	4	4
Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
Mathematics 107. Algebra and Trigonometry -----	3	-
Mathematics 200. Calculus with Analytic Geometry -----	-	4
Psychology 201. General Psychology -----	-	3
Physical Education -----	1	-
	<hr/> 15	<hr/> 18
<i>Second Year</i>		
Chemistry 301-302. Organic Chemistry -----	4	4
English 201-202. Western World Literature -----	3	3
Mathematics 201-202. Calculus with Analytic Geometry --	4	3
Physics 205-206. General Physics -----	4	4
Physical Education -----	1	1
	<hr/> 16	<hr/> 15

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Third Year</i>		
Chemistry 202. Quantitative Analysis -----	4	-
Chemistry 303. Physical Chemistry -----	3	-
Chemistry 304. Physical Chemistry -----	-	3
Chemistry L304. Physical Chemistry Laboratory -----	-	2
History 201-202. American History -----	3	3
Psychology 302. Psychology of Adolescence -----	-	3
Elective. Music, Foreign Language, and/or Art -----	3	3
Elective. Social Science, Economics, History, Political Science, or Sociology -----	3	3
	<hr/> 16	<hr/> 17
<i>Fourth Year</i>		
		<i>Block A B</i>
Education 319. The Secondary Curriculum -----	-	- 3
Education 403. Methods in the Secondary Schools -----	3	- -
Education 404. Foundations of Education -----	3	- -
Education 436. Supervised Teaching—Secondary -----	-	6 -
Health Education 305. School and Community Hygiene --	-	- 3
Psychology 305. Educational Psychology -----	-	- 3
Electives. Biology, Physics, or Mathematics -----	10	- -
	<hr/> 16	<hr/> 15

MEDICAL TECHNOLOGY

This program is given in cooperation with hospital schools of medical technology which are on the approved list of the Registry of Medical Technologists of the American Society of Clinical Pathologists.

The B.S. degree is awarded after satisfactory completion of the fourth year at an approved school of medical technology.

Curriculum in Medical Technology

	<i>Credits</i>	
	<i>1st</i>	<i>2nd</i>
<i>First Year</i>	<i>Sem.</i>	<i>Sem.</i>
Biology 101-102. General Biology -----	4	4
Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
Mathematics 103-104. Freshman Mathematics or		
Mathematics 107-200. College Algebra and Trigonometry and Calculus with Analytic Geometry -----	3	4
Approved Elective -----	-	3
	<hr/> 14	<hr/> 18
<i>Second Year</i>		
Biology 201-202. Vertebrate Morphology and Embryology	4	4
Chemistry 202. Quantitative Analysis -----	4	-
English 201-202. Western World Literature -----	3	3
Approved Electives -----	6	9
	<hr/> 17	<hr/> 16
<i>Third Year</i>		
Biology 303. Bacteriology -----	4	-
Biology Elective -----	-	4
Chemistry 301-302. Organic Chemistry -----	4	4
Physics 205-206. General Physics -----	4	4
Approved Electives -----	3	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
Clinical Training -----	-	30

COURSES IN CHEMISTRY

Chem. 101-102 General Chemistry and Qualitative Analysis Year course; 3 lecture and 3 laboratory hours; prerequisite or concurrent: Math. 103 or 107. 8 Credits. Staff • Fundamental principles and theories of inorganic chemistry. Second semester laboratory consists of qualitative analysis.

Chem. 105 Survey of Chemistry Both semesters; 3 lecture and 2 laboratory hours. 4 Credits. Staff • An elementary survey of inorganic and organic chemistry with emphasis on medical applications. *Not applicable toward a degree in Chemistry.*

Chem. V113, 123, 133 General Chemistry Continuous course; 3 lecture and 3 laboratory hours; prerequisite or concurrent: Math. V101 or equivalent. 4-4-4 Quarter Credits. Staff • Course content similar to Chemistry 101-102. *For engineering students.*

Chem. 202 Quantitative Analysis Semester course; 2 lecture and 6 laboratory hours; prerequisite: Chem. 101-102 or equivalent and Math. 103-104 or equivalent. 4 Credits. Kapp • Beginning theory and practice of gravimetric, volumetric, and instrumental analysis techniques.

Chem. 301-302 Organic Chemistry Year course; 3 lecture and 4 laboratory hours; prerequisite: Chem. 101-102 or equivalent. 8 Credits. Bass • A comprehensive survey of the aliphatic and aromatic series of organic compounds.

Chem. 303 Physical Chemistry Semester course; 3 lecture hours; prerequisite: Physics 205-206, Mathematics 201-202. 3 Credits. Ideal and non-ideal gases, thermodynamics, free energy, and chemical equilibrium.

Chem. 304 Physical Chemistry Semester course: 3 lecture hours; prerequisite: Chemistry 303. 3 Credits. Quantum chemistry, molecular spectroscopy and structure, chemical kinetics.

Chem. L304 Physical Chemistry Laboratory Semester course; 8 laboratory hours per week; prerequisite: Chemistry 202; corequisite: Chemistry 304. 2 Credits.

Chem. 401 Advanced Physical Chemistry Semester course; 3 lecture hours; prerequisite: Chemistry 303-304 or permission of instructor; 3 Credits. Solution thermodynamics, heterogeneous equilibria, electrochemistry, introductory biophysical chemistry.

Chem. L401 Advanced Physical Chemistry Laboratory Semester course; 4 laboratory hours per week; prerequisite: Chemistry L304 or permission of instructor; corequisite: Chemistry 401. 1 Credit.

Chem. 403 Qualitative Organic Chemistry Semester course; 2 lecture and 6 laboratory hours; prerequisite: Chem. 301-302. 4 Credits. Staff • Theory, problems, and laboratory practice of systematic qualitative analysis for organic compounds with emphasis on modern spectrometric and chromatographic methods.

Chem. 404 Advanced Organic Chemistry Semester course; 3 lecture hours; prerequisite: Chem. 301-302. 3 Credits. Bass • An extensive treatment of certain topics of organic chemistry with emphasis on mechanism of reactions, structure, and stereochemistry.

Chem. 406 Advanced Inorganic Chemistry Semester course; 3 lecture hours; prerequisite: Chem. 303-304. 3 Credits. Staff • Advanced treatment of atomic structure, chemical bonding, properties of the elements, metal complexes, acid-base theory, and related subjects.

Chem. 407, 408 Special Problems Semester courses; 3 laboratory hours per credit; prerequisite: Consent of Department Head. Credit to be arranged. Staff • Senior research. Investigation of chemical problems through literature search and experimentation.

Chem. 409 Advanced Analytical Chemistry Semester course; 2 lecture and 6 laboratory hours; prerequisite: Chem. 303-304. 4 Credits. Staff • Advanced topics in chemical analysis. Theory and application of spectrophotometric, electroanalytical, polarographic, chromatographic, potentiometric, and conductometric techniques.

Chem. 410 Atomic and Molecular Structure Semester course; 3 lecture hours; prerequisite: Chem. 303-304. 3 Credits. Staff • Survey of the pertinent aspects of quantum mechanics. Line spectra, atomic structure, and molecular bonding.

DEPARTMENT OF ENGLISH

E. ALLAN BROWN, Chairman of the Department

Carolyn K. Armour / Robert A. Armour / Sudie Y. Beck / Helen Berkowitz
Gertrude C. Curtler / David A. DeWitt / Elizabeth F. Duke / J. Maurice Duke
William C. Elliott / Louisa P. Fawley / Kenneth R. Fry / William F. Goggin
Betty W. Gray / Christina H. Halsted / Sophia U. Hodges / Clyde Jones
Anne M. Jordan / Betty Lloyd / George C. Longest / John S. MacKenzie
Clara R. McIlwraith / Robert C. Markham / Reuben L. Musgrave, Jr.
James D. Pendleton / Elizabeth R. Reynolds / Massie C. Stinson, Jr.
Mohammad Tajuddin / Mary E. Talley / J. Edwin Whitesell / R. Shade Wilson
Linda K. Woofter

On educational leave 1967-68: Jeanne S. Lynch

ENGLISH

Courses in the Department of English are intended to meet the English language and literature requirements of students in professional and vocational programs and to provide programs of study leading to the Bachelor of Arts degree and the Bachelor of Science degree in Secondary Education.

The curriculum in English leading to the Bachelor of Arts degree requires a minimum of 124 credits, including thirty hours in advanced courses (300-400 level) offered by the English Department and thirty hours elected from related areas and approved by the head of the department. Students majoring in English will take English 401 (Shakespeare), English 311-312 (American Literature), English 402 (Chaucer) or English 403 (Milton), and English 451 (History of the English Language), and will elect the remainder of their departmental courses from upper division offerings in English.

Candidates for the Bachelor of Science degree must complete a minimum of 124 credits in a curriculum meeting the General and Professional Education Certification Requirements prescribed by the Virginia State Board of Education and stated on page 209 of this bulletin. At least 36 credits in English courses are required for the degree. Students are advised to elect sufficient courses in at least one other subject to qualify them for endorsement in that area. See the Virginia State Board of Education Bulletin, "Certification Regulations for Teachers," for complete details.

Bachelor of Arts Degree Program

English Curriculum (Code 411)

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Biology 101-102. General Biology or Chemistry 101-102. General Chemistry -----	4	4
English 101-102. Composition and Literature -----	3	3
*Foreign Language (Intermediate) -----	3	3
History 101-102. History of Europe -----	3	3
**Mathematics 103-104. Freshman Mathematics -----	3	3
Physical Education -----	1	1
	<hr/>	<hr/>
	17	17
<i>Second Year</i>		
English 203, 204. English Literature -----	3	3
*Foreign Language (Advanced) -----	3	3
History 201, 202. American History -----	3	3
Twelve credits from the following: -----	6	6
Economics 203 Introduction to Economics or Economics 201-202 Principles of Economics Philosophy 201-202. History of Philosophy Political Science 201-202. American Government Psychology 201. General Psychology Sociology 201. General Sociology		
	<hr/>	<hr/>
	15	15

* Students who do not qualify for admission to the intermediate language course must complete the elementary course in addition to the 12 credits required for the degree. Students who have completed the intermediate year *may elect to* begin a second language.

** Philosophy or Latin may be substituted with the approval of the Chairman of the English Department.

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
English 311, 312. American Literature -----	3	3
English electives -----	3	3
Approved Electives -----	9	9
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
English 401. Shakespeare -----	3	-
English 402. Chaucer or English 403 Milton or both-----	-	3-6
English 421, 422. Comparative Literature -----	3	3
English 451. History of the English Language -----	3	-
English electives -----	-	3-0
Approved Electives -----	6	6
	<hr/> 15	<hr/> 15
Total semester hours required -----		124

Bachelor of Science Degree Program

**English Curriculum in Secondary Education
(Code 218)**

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology or Chemistry 101-102. General Chemistry -----	4	4
English 101-102. Composition and Literature -----	3	3
*Foreign Language 201-202. -----	3	3
History 101-102. History of Europe -----	3	3
Mathematics 103-104. Freshman Mathematics -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17

* Students who present two high school units in a foreign language are required to complete the intermediate course only but are encouraged to elect a second year. Those who present fewer than two high school units in a foreign language are required to complete both the beginning course and the intermediate course.

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Economics 203. Introduction to Economics	3	-
English 203-204. English Literature	3	3
*Foreign Language or elective.....	3	3
History 201-202. American History	3	3
Psychology 201. General Psychology	3	-
Psychology 302. Psychology of Adolescence or Psychology 304. Developmental Psychology	-	3
Sociology 201. General Sociology or Political Science 201 or 202. American Government ..	-	3
	<hr/> 15	<hr/> 15
<i>Third Year</i>		
English 303. Modern Grammar	3	-
English 304. Advanced Composition	-	3
English 311, 312. American Literature	3	3
English Electives	3	3
Health Education 305. School Health	3	-
Speech 308. Speech for Teachers	-	3
Approved Electives	3	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
		A B
Education 319. The Secondary School Curriculum	-	3 -
Education 403. Methods of Teaching in the Secondary School	-	3 -
Education 404. Foundations of Education	3	- -
Education 436. Supervised Teaching—Secondary	-	- 6
English 401. Shakespeare	3	- -
English 451. History of the English Language	3	- -
Psychology 305. Educational Psychology	-	3 -
Approved Electives	6	- -
	<hr/> 15	<hr/> 9 6
Total semester hours required — 124		

* Students who present two high school units in a foreign language are required to complete the intermediate course only but are encouraged to elect a second year. Those who present fewer than two high school units in a foreign language are required to complete both the beginning course and the intermediate course.

COURSES IN ENGLISH

Eng. 001 Review of English Fundamentals Semester course; 3 lecture hours; required of students who fail to qualify by test for admission to Eng. 101. 0 Credits. Staff • An intensive review of the fundamentals of English grammar, composition, and reading; regular compositions, exercises, readings, and conferences.

Eng. 101-102 Composition and Literature Continuous course; 3 lecture hours. 3-3 Credits. Staff • Composition and rhetoric; regular themes; readings and discussions; reports and conferences; research paper; types of contemporary literature; prosody.

Eng. 201, 202 Western World Literature Semester courses; 3 lecture hours; prerequisite: Eng. 101-102. 3, 3 Credits. Staff • A general survey of western world literature, including English and American literature. First semester: Homer to Shakespeare; second semester: Milton to Faulkner.

Eng. 203, 204 English Literature Semester courses; 3 lecture hours; prerequisite: Eng. 101-102. 3, 3 Credits. Staff • A survey of the literature of England with collateral readings, discussions, and reports. First semester: Beowulf to Johnson; second semester: Wordsworth to Auden.

Note: Degree credit for both Eng. 201, 202 and Eng. 203, 204 will not be allowed. English 101-102 and 201, 202 or 203, 204 are prerequisite to all advanced English courses.

Eng. 303 Modern Grammar First semester; 3 lecture hours. 3 Credits. Lynch • A systematic study of formal English grammar and syntax.

Eng. 304 Advanced Composition Second semester; 3 lecture hours. 3 Credits. Lloyd • A review of rhetoric and the forms of discourse with emphasis on exposition.

Eng. 311, 312 American Literature Semester courses; 3 lecture hours. 3, 3 Credits. Staff • A survey of the literature of the United States. First semester: before 1855; second semester: since 1855.

***Eng. 313 Southern Literature** Semester course; 3 lecture hours; 3 Credits. Duke, J. M. • An intensive survey of the literature of the South with special attention to the works of Poe, Kennedy, Page, Cabell, Glasgow, Caldwell, Welty, McCullers, and Faulkner.

***Eng. 315 Modern Fiction** Semester course; 3 lecture hours. 3 Credits. Tajuddin • An examination of the short story and the novel in the twentieth century.

***Eng. 316 Modern Poetry** Semester course; 3 lecture hours. 3 Credits Tajuddin • A study of British and American poetry in the twentieth century.

* Courses offered in alternate years.

***Eng. 317 Modern Drama** Semester course; 3 lecture hours. 3 Credits. Staff • A study of the development of the drama since Ibsen, particularly in England and America.

Eng. 321 Romantic Literature Semester course; 3 lecture hours. 3 Credits. Whitesell • An intensive survey of the literature of Romanticism in England from 1798 to 1837, with special emphasis on the poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats.

***Eng. 322 Victorian Poetry** Semester course; 3 lecture hours. 3 Credits. Staff • An intensive survey of the poetry of Victorian England, with special attention to Tennyson, Browning, Arnold, Rossetti, Swinburne, Morris, Hopkins, and Yeats.

***Eng. 323 Victorian Prose** Semester course; 3 lecture hours. 3 Credits. Staff • An intensive survey of the non-fiction prose of Victorian England, with special attention to Carlyle, Ruskin, Arnold, Newman, Mill, and Pater.

***Eng. 331 Renaissance Literature** Semester course; 3 lecture hours. 3 Credits. Staff • A survey of the non-dramatic literature of the sixteenth century in England from Skelton to Spenser.

Eng. 351-352. Children's Literature See Educ. 351-352.

Eng. 401 Shakespeare First semester; 3 lecture hours. 3 Credits. Brown • A study of representative comedies, histories, and tragedies.

Eng. 402 Chaucer Semester course; 3 lecture hours. 3 Credits. Whitesell • A study of *The Canterbury Tales* and *Troilus and Criseyde*, with some attention to the lesser works.

Eng. 403 Milton Semester course; 3 lecture hours. 3 Credits. Staff • A study of *Paradise Lost*, *Paradise Regained*, and *Samson Agonistes*, with some attention to the minor poems and selected prose.

***Eng. 414 The American Novel** Semester course; 3 lecture hours. 3 Credits. Duke, J. M. • A study of the American novel from 1789 to the present, with particular emphasis on Cooper, Hawthorne, Melville, Twain, Howells, James, Dreiser, Fitzgerald, Hemingway, and Faulkner.

Eng. 421, 422 Comparative Literature Semester courses; 3 lecture hours. 3, 3 Credits. Lloyd • A comparative study of the forms and contents of the literature of western civilization in translation with some attention to the dominant influences on and interrelationships between English and Continental literatures. First semester: ancient, medieval, and renaissance; second semester: neo-classical, romantic, and modern.

* Courses offered in alternate years.

***Eng. 423 English Drama, 900-1642** Semester course; 3 lecture hours. 3 Credits. Reynolds • A study of the origin of the English drama and its development until the closing of the theaters in 1642.

***Eng. 431 Literary Criticism** Semester course; 3 lecture hours. 3 Credits. Talley • A study of the fundamental concepts involved in the practice of criticism. Some attention is given to the historical development of criticism, but the primary focus is on its methods and aims.

Eng. 451 History of the English Language First semester; 3 lecture hours. 3 Credits. Duke, E. F. • The historical development of the English language; etymology, morphology, orthography, and semantics.

Eng. 499 English Seminar Second semester; 3 lecture hours; open only to students registered for Education 435-436. 3 Credits. Lynch • Special studies for students engaged in practice teaching.

English Course for Engineering Technology Students

Eng. 107 English Communications Both semesters; 5 lecture hours. 3 credits. Staff • This course includes the following areas of study: sentence structure, using resource materials, written and oral expression and improving reading efficiency. (For School of Engineering Technology students only.)

English Course for VPI Engineering Students

Eng. V112-V122-V132 Types of Discourse and Literature Continuous course; 3 lecture hours. 3-3-3 credits. Staff. V112: types of discourse and the essay; V122: the short story and the novel; V132: poetry and drama. Themes and parallel reading required. (Offered on quarter system; open only to students in the programs offered in cooperation with Virginia Polytechnic Institute.)

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, undergraduate courses listed below are offered in the evening *only*. See the Evening College Bulletin for complete information.

Eng. 305E-306E Creative Writing: Poetry 3-3 Credits.

Eng. 307E-308E Creative Writing: Short Story 3-3 Credits.

Eng. 309E-310E Creative Writing: Drama 3-3 Credits.

* Courses offered in alternate years.

FOREIGN LANGUAGES

JULIET L. WOODSON, Chairman of the Department

John C. Birmingham Jr. / Johanna Gilhoff (part-time) / Betty Lloyd

Francis Nelson / Cecile Noble / Estela Pandiello / Ella Stagg

Annaliese Tyson (part-time) / Yun Yuan Yang

The Department of Foreign Languages offers a Bachelor of Arts degree in French to prepare the student for graduate study in the language, for the teaching of French on a secondary level, or for service in fields requiring the knowledge of French. Students admitted to the program must have fulfilled the requirements for admission to the University. They should have completed two years of French or should be prepared to make up the deficiency. Students entering with more than one high school unit in any language will not receive credit for the 101-102 courses in that language. Students offering more than two high school units in any language will not receive credit for the 201-202 courses in that language course.

The curriculum in French leading to a Bachelor of Arts degree requires a minimum of 124 credits, including 30 hours in courses beyond the 200 level. Students majoring in French are required to take the following courses: French 301-302 (Survey of Literature), French 303-304 (Advanced Grammar and Composition), French 305 (History of the French Language), French 401, 402 (Survey of Drama), French 403-404 (Poetry), French 405-406 (The Novel), and 2 years of a second foreign language. The remainder of the courses may be electives from the following related areas: Drama and Speech, Economics, Education, History and Political Science, History of Art, History of Music, Philosophy, Psychology, Religion, and Sociology.

Bachelor of Arts Degree Program

French Curriculum

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology or		
Chemistry 101-102. General Chemistry -----	4	4
English 101-102. Composition and Literature -----	3	3
French 201-202. Intermediate French or		
French 203-204. Introduction to Literature -----	3	3
History 101-102. History of Europe -----	3	3
*Mathematics 103-104. Freshman Mathematics or		
Mathematics 107. Algebra and Trigonometry and		
Mathematics 108. Analytic Geometry and Calculus -----	3	3
Physical Education -----	1	1
	<hr/>	<hr/>
	17	17

* Philosophy or Latin may be substituted with the approval of the Chairman of the Department.

	Credits	
	1st	2nd
Second Year	Sem.	Sem.
English 203, 204. English Literature -----	3	3
French 205, 206. Intermediate Conversation and Civilization -----	3	3
Spanish 101-102. Elementary Spanish (or Chinese, German, Italian, Japanese, Latin, Russian) -----	3	3
Two of the following courses:	6	6
Economics 201-202. Principles of Economics		
History 201-202. American History		
Philosophy 201-202. History of Philosophy		
Political Science 201-202. American Government		
Psychology 201-202. General Psychology		
Sociology 201-202. General Sociology		
	15	15
Third Year		
French 301, 302. Survey of Literature -----	3	3
French 303-304. Advanced Grammar and Composition --	3	3
Spanish 201-202. Intermediate Spanish (or Chinese, German, Italian, Japanese, Latin, Russian) -----	3	3
English Elective -----	3	3
**Approved Electives -----	3	3
	15	15
Fourth Year		
French 401, 402. Survey of Drama or		
French 403, 404. Poetry -----	3	3
French 405, 406. The Novel -----	3	3
**Approved Electives -----	9	9
	15	15
Total semester hours required -----		124

COURSES IN FRENCH

French 101-102 Elementary French Year course; 5 lecture and 1 laboratory hours. 8 Credits. Staggs • Elementary grammar, reading, oral drill. Students entering with more than one high school unit in French will not receive credit for this course.

** Courses may be elected from the following related areas: Art, Drama and Speech, Economics, Education, History and Political Science, Languages and Literature, Music, Philosophy, Psychology, Religion, and Sociology.

French 201-202 Intermediate French Year course; 3 lecture and 1 laboratory hours; prerequisite: French 101-102 or 2 units of high school French. 6 Credits. Woodson • Rapid review of the essentials of grammar; conversation; readings from the masterpieces of French literature. Students entering with more than two high school units in French will not receive credit for this course.

French 203-204 Introduction to Literature Year course; 3 lecture hours, 1 laboratory hour; prerequisite: French 101-102 or 2 units of high school French. 6 Credits. Stagg • Written and oral composition in French; readings in contemporary literature.

French 205, 206 Conversation and Civilization Semester courses; 3 lecture hours. 3, 3 Credits; prerequisite: French 201-202 or the equivalent. Noble • Intensive practice in the spoken language with emphasis on discussions dealing with French civilization.

French 301, 302 Survey of Literature Semester courses; 3 lecture hours. 3, 3 Credits; prerequisite: French 203-204 or the equivalent. Wright • First semester: through the 18th century; second semester: 19th and 20th centuries.

French 303-304 Advanced Grammar and Composition Year course; 3 lecture hours. 6 Credits. Noble • Prerequisite: French 201-202 or the equivalent. A systematic review of French grammar with emphasis on the elements of style and vocabulary building; translation of English stylist.

French 401, 402 A Survey of Drama Semester courses; 3 lecture hours. 3, 3 Credits. Conducted in French. Noble • Prerequisite: French 301, 302 or French 303, 304. The development of French dramatic literature through the analysis of representative plays. First semester: before the nineteenth century; second semester: nineteenth and twentieth centuries. (Offered in 1967-1968 on an alternate year basis.)

French 403, 404 A Survey of Poetry Semester courses; 3 lecture hours. 3, 3 Credits. Conducted in French. Noble • Prerequisite: French 301, 302 or French 303, 304. The fundamentals of versification and a survey of French poetry from the works of the seventeenth-century poets to those of the contemporary period. First semester: seventeenth to nineteenth century; second semester: nineteenth and twentieth centuries. (Offered in 1968-1969 on an alternate year basis.)

French 405, 406 The Novel Semester courses; 3 lecture hours. 3, 3 Credits. Conducted in French. Noble • Prerequisite: French 301, 302 or French 303, 304. An examination of the development of the novel from its origin, with written reports and oral exposés. First semester: through the first half of the nineteenth century; second semester: last half of the nineteenth century through the twentieth century.

COURSES IN GERMAN

German 101-102 Elementary German Year course; 5 lecture and 1 laboratory hours. 8 Credits. Gilhoff • Elementary grammar, reading, oral drill. Students entering with more than one high school unit in German will not receive credit for this course.

German 201-202 Intermediate German Year course; 3 lecture and 1 laboratory hours; prerequisite: German 101-102 or 2 units of high school German. 6 Credits. Nelson • Rapid review of the essentials of grammar; conversation; readings from German literature. Students entering with more than two high school units in German will not receive credit for this course.

German 205, 206 Conversation and Civilization Semester courses; 3 lecture hours. 3, 3 Credits. Staff • Prerequisite: German 201-202 or the equivalent. Intensive practice in the spoken language with emphasis on discussion dealing with German civilization.

German 301, 302 Survey of Literature Semester courses; 3 lecture hours. 3, 3 Credits. Conducted in German. Gilhoff • Prerequisite: German 201-202 or the equivalent. German Romanticism through the literature of the first half of the 19th century. Second semester: Contemporary German literature.

German 303-304 Advanced Grammar and Composition Year course; 3 lecture hours. 6 Credits. Staff • Prerequisite: German 201-202 or the equivalent. A systematic review of German grammar with emphasis on the elements of style and vocabulary building; translation of English stylists.

German 401, 402 A Survey of Drama Semester courses; 3 lecture hours. 3, 3 Credits. Conducted in German. Staff • Prerequisite: German 301, 302 or German 303-304. First semester: Drama of Storm and Stress to Expressionism. Second semester: Drama from Expressionism to the present.

German 403, 404 A Survey of Poetry Semester courses; 3 lecture hours. 3, 3 Credits. Conducted in German. Staff • Prerequisite: German 301, 302 or German 303-304. First semester: Lyric poetry from the eighteenth century to the present. Second semester: Goethe's *Faust*.

German 405, 406 The Novel Semester course; 3 lecture hours. 3, 3 Credits. Conducted in German. Staff • Prerequisite: German 301, 302 or German 303-304. First semester: the Romantic period to the 19th century. Second semester: modern fiction.

COURSES IN LATIN

Latin 101-102 Elementary Latin Year course; 3 lecture hours. 6 Credits. Woodson • A study of the structure of the language. Vocabulary building. Reading and pronunciation. Translation from Caesar's *De Bellico Gallico*. Study of related aspects of Roman civilization. Students entering with more than one high school unit in Latin will not receive credit for this course.

Latin 201-202 Intermediate Latin Year course; 3 lecture hours. 6 Credits. Woodson • Review of grammar. Readings from Cicero. Selected books of Vergil's *Aeneid*. Related study of Roman history and institutions. Students entering with more than two high school units in Latin will not receive credit for this course.

COURSES IN SPANISH

Spanish 101-102 Elementary Spanish Year course; 5 lecture and 1 laboratory hours. 8 Credits. Pandiello and Birmingham • Elementary grammar, reading, oral drill. Students entering with more than one high school unit in Spanish will not receive credit for this course.

Spanish 201-202 Intermediate Spanish Year course; 3 lectures and 1 laboratory hours; prerequisite: Spanish 101-102 or 2 units of high school Spanish. 6 Credits. Birmingham • Rapid review of the essentials of grammar; conversation in Spanish; readings from the masterpieces of Spanish literature. Students entering with more than two high school units in Spanish will not receive credit for this course.

Spanish 205, 206 Conversation and Civilization Semester courses; 3 lecture hours. 3, 3 Credits. Pandiello. Prerequisite: Spanish 201-202 or the equivalent • Intensive practice in the spoken language with emphasis on discussions dealing with Spanish and Latin-American civilization.

Spanish 301, 302 Survey of Literature Semester courses; 3 lecture hours; prerequisite: Spanish 201-202. 3, 3 Credits. Pandiello • A survey of Spanish literature up to the present.

Spanish 303-304 Advanced Grammar and Composition Year course; 3 lecture hours. 6 Credits. Birmingham • Prerequisite: Spanish 201-202 or the equivalent. A systematic review of Spanish grammar with emphasis on the elements of style and vocabulary building; translation of English stylists.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition to the above-mentioned courses, those listed below are offered in the evening. See the Evening College Bulletin for complete information.

Chinese

French

German

Hebrew

Italian

Japanese

Russian
Spanish

HISTORY AND POLITICAL SCIENCE

A. A. ROGERS, Chairman of the Department

Thelma S. Biddle / Alden G. Bigelow / William E. Blake, Jr.

Alan V. Briceland / M. L. Ingram / John D. Lyle / F. C. Nelson

Ruth D. See / *Vincent L. Sexton, III / L. W. Smith / John S. Taylor

Sara E. Teeter / Mary J. Tudor / Yun-Yuan Yang

This Department administers and teaches the courses in history and political science. The history courses stress the development of human institutions and ideas with a view to furthering an understanding of our civilization. In political science the course offerings emphasize preparation for the intelligent performance of the functions of citizenship.

Courses in the Department of History and Political Science are designed to serve these purposes: first, to offer the courses required as prerequisites or designated as electives in the curricula; second, to provide a curriculum in History and Social Science which offers work leading to the Bachelor of Science degree in Education; and third, to administer the curriculum in History which leads to the degree of Bachelor of Arts.

Candidates for the degree Bachelor of Arts in History or Bachelor of Science in History and Social Science Education are required to complete a minimum of 124 credits.

*On educational leave 1967-68.

Bachelor of Arts Degree Program**Curriculum in History**

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Biology 101-102. General Biology or Chemistry 101-102. General Chemistry -----	4	4
English 101-102. Composition and Literature -----	3	3
*Foreign Language or Approved Electives -----	3	3
History 101-102. History of Europe -----	3	3
Mathematics 103-104. Freshman Mathematics or Mathematics 107-200. Algebra and Trigonometry, and Calculus with Analytic Geometry -----	3	3-4
Physical Education -----	1	1
	<hr/> 17	<hr/> 17-18
<i>Second Year</i>		
English 203-204. English Literature -----	3	3
*Foreign Language or Approved Electives -----	3	3
History 201-202. American History -----	3	3
Political Science 201-202. American Government -----	3	3
Sociology 201-202. General Sociology or Electives ----	3	3
	<hr/> 15	<hr/> 15
<i>Third Year</i>		
History 301, 302. The Ancient World -----	3	3
History 303. The Middle Ages -----	3	-
History 306. The Renaissance and Reformation, or History Electives (300-400 level courses) -----	-	3
**Approved Electives -----	9	9
	<hr/> 15	<hr/> 15

* Students who are planning to take graduate work are advised to have a reading knowledge of two modern foreign languages.

** Courses may be elected from the following related areas: Art, Dramatic Art and Speech, Economics, Education, Geography, Languages and Literature, Music, Philosophy, Political Science, Psychology, Religion, and Social Science.

	Credits	
	1st	2nd
Fourth Year	Sem.	Sem.
History 401, 402. History of Latin America -----	3	3
History 405, 406. Diplomatic History of the United States	3	?
History Electives (300-400 level courses) -----	3	3
**Approved Electives -----	6	6
	15	15

Bachelor of Science Degree Program
History and Social Science Education Curriculum

	Credits	
	1st	2nd
First Year	Sem.	Sem.
Biology 105-106. Life Science or Biology 101-102. General Biology or Chemistry 101-102. General Chemistry and Qualitative Analysis or Physics 205-206. General Physics -----	3-4	3-4
English 101-102. Composition and Literature -----	3	3
History 101-102. History of Europe -----	3	3
Mathematics 105-106. Basic Mathematics or Mathematics 103-104. Freshman Mathematics -----	3	3
Sociology 201-202. General Sociology -----	3	3
Physical Education -----	1	1
	16-17	16-17
Second Year		
Speech 308. Speech for Teachers -----	-	3
Economics 201-202. Principles of Economics -----	3	3
English 203-204. English Literature -----	3	3
History 201-202. American History -----	3	3
Political Science 201-202. American Government -----	3	3
Psychology 201. General Psychology -----	3	-
Physical Education -----	1	-
	16	15
Third Year		
Geography 301E-302E. Principles of Geography -----	3	3
History and Political Science* (300-400 level) -----	9	9
Art, Music, and/or Language -----	3	3
	15	15

* Approved electives in Social Studies.
** Courses may be elected from the following related areas: Art, Dramatic Art and Speech, Economics, Education, Geography, Languages and Literature, Music, Philosophy, Political Science, Psychology, Religion, and Social Science.

	Credits	
	1st Sem.	2nd Sem.
<i>Fourth Year</i>		A B
Education 319. Secondary School Curriculum -----	-	- 3
Education 403. Methods in the Secondary Schools -----	3	- -
Education 436. Supervised Teaching—Secondary -----	-	6 -
Health Education 305. School and Community Hygiene -----	-	- 3
History and Political Science* (300-400 level) -----	6	- -
Psychology 302. Psychology of Adolescence, or Psychology 305. Educational Psychology -----	-	- 3
Approved Electives -----	6	- -
	<hr/> 15	<hr/> 15

COURSES IN HISTORY

Hist. 101-102 History of Europe Continuous course; 3 lecture hours. 3-3 Credits. Staff • A general introduction to the history and civilization of Europe from earliest times to the present. First semester: ancient world to 1660; second semester: 1660 to the present.

Hist. 201, 202 American History Semester courses; 3 lecture hours. 3, 3 Credits. Staff • A general introduction to the history and civilization of the United States from the Age of Discovery to the present, with emphasis on the forces and processes that were major influences in the development of American institutions and ideas. The first semester goes to 1865; the second semester from 1865 to the present time.

Hist. 223, 224 Virginia History Semester courses; 3 lecture hours. 3, 3 Credits. Ingram • A study of the political, economic, and cultural development of the colony and Commonwealth of Virginia. The first semester, Elizabethan period to 1789; the second semester, since 1789.

Hist. 301, 302 The Ancient World Semester courses; 3 lecture hours. 3, 3 Credits. Staff • The ancient world from prehistoric times to the decline of Rome. First semester, ancient civilization to the breakup of Alexander's Empire. Second semester, Hellenistic World and Rome to the dissolution of the Western Empire.

Hist. 303 The Middle Ages First semester; 3 lecture hours. 3 Credits. Blake • A general study of the principal cultural and political movements in European history from the decline of the Roman Empire to the beginning of modern times.

* Approved electives in Social Studies.

Hist. 306 The Renaissance and Reformation Second semester; 3 lecture hours. 3 Credits. Blake • A course in history of the Renaissance and Reformation from the fourteenth through the sixteenth centuries, with emphasis upon the intellectual and religious aspects of the era.

Hist. 309, 310 England and the British Empire Semester courses; 3 lecture hours. 3, 3 Credits. Rogers • The origin, rise, and growth of Britain. Emphasis upon the development of English political ideas and institutions, and significance of Britain in world affairs. First semester: earliest records to the Restoration. Second semester: the Restoration to the present.

Hist. 315, 316 History of the South Semester courses; 3 lecture hours. 3, 3 Credits. Rogers • A regional history placing particular emphasis upon the distinctive culture and problems of the South, and of its significance in the history of the United States. The first semester covers the old South from the Colonial period to 1861; the second, the new South from 1865 to the present.

Hist. 319 Economic History of the United States First semester; 3 lecture hours. 3 Credits. Bigelow • A study of American economic development from colonial beginnings to the present, treating such topics as agriculture, industry, commerce, finance; economic causes and effects of wars; interrelationships of government and business; role of the entrepreneur; and the economic basis of cultural progress.

Hist. 321 The American Revolution First semester; 3 lecture hours. 3 Credits. Briceland • A study of the economic, intellectual, institutional and constitutional developments in British North America which culminated in the American Revolution.

Hist. 323 History of the American Frontier First semester; 3 lecture hours. 3 Credits. Staff • A survey of the Western movement in the United States from the time the first outposts were established to the end of the frontier in the nineteenth century. Particular attention to the influence of the frontier upon the American mind and ideals.

Hist. 326 The Early National Period, 1783-1801 Second semester; 3 lecture hours. 3 Credits. Briceland • A study of the Confederation and Federalist periods in the United States with emphasis on the formation of the Constitution; and the political, economic, and cultural institutions of the American Nation.

Hist. 331 Europe 1648-1815 First semester; 3 lecture hours; 3 Credits. Smith • The history of Europe from the Treaty of Westphalia to the Congress of Vienna, with emphasis upon the Old Regime in France, the French Revolution and the Napoleonic era.

Hist. 332 Europe Since 1815 Second semester; 3 lecture hours; 3 Credits. Smith • A study of Europe after Vienna with emphasis upon the develop-

ment of liberalism and nationalism, the rise of fascism and communism, and the diplomatic background to World War I and II.

Hist. 401, 402 History of Latin America Semester courses; 3 lecture hours. 3, 3 Credits. Bigelow • A survey of Latin American history from pre-Columbian times to the present, covering political, economic, and cultural development, with emphasis upon relations of the Latin-American Republics with the United States. First semester, to 1825; second semester, since 1825.

Hist. 405-406 Diplomatic History of the United States Semester courses; 3 lecture hours. 3, 3 Credits. Rogers • A historical study of diplomatic negotiations and foreign relations of the United States, with emphasis on the background of diplomatic disputes and the factors leading to the settlement of such disputes. First semester, to 1877; second semester, since 1877.

Hist. 418 The United States in the Twentieth Century Second semester; 3 lecture hours. 3 Credits. Staff • This course offers a study of the United States from 1900 to the present with an analysis of the effect of domestic and foreign policies on the political, socio-economic, and cultural development of the nation.

COURSES IN POLITICAL SCIENCE

Pol. Sci. 201, 202 American Government Semester courses; 3 lecture hours. 3, 3 Credits. Staff • A study of the American system of government, including the organization and functioning of national, state, and local government in the United States. First semester: Essentials of American Government; Federal institutions. Second semester: Federal powers and functions; state and local governments.

Pol. Sci. 301 American Parties and Politics First semester; 3 lecture hours. 3 Credits. Staff • A study of the historical development, organization, and methods of political parties in the United States.

Pol. Sci. 305, 306 History of Political Thought Semester courses; 3 lecture hours. 3, 3 Credits. Staff • A survey of political thought from the time of Plato to the present. First semester: Leading political ideas of the ancient and medieval periods. Second semester: Modern and contemporary thought.

Pol. Sci. 321 Municipal Government and Administration First semester; 3 lecture hours. 3 Credits. Taylor • A study of the development, organization and administration of cities in the United States. Special attention will be given to the problems and prospects of municipal government in Richmond and Virginia.

Pol. Sci. 322 State and Local Government in the United States Second semester; 3 lecture hours. 3 Credits. Taylor • A study of the organization, problems, and politics of government and administration of the fifty states and their

cities, counties, towns, and metropolitan areas, with special emphasis on the Virginia state and local government experience.

Pol. Sci. 402 Public Administration Second semester; 3 lecture hours. 3 Credits. Taylor • A study of the concepts and practices of public administration in the United States. Particular attention will be given to the administrative procedures and practices of the national government and the government of Virginia.

COURSES IN GEOGRAPHY

Geog. 301E, 302E Principles of Geography Semester courses; 3 lecture hours. 3, 3 Credits. Emory • First semester emphasizes climate, weather, landforms, soils, and vegetation; second semester emphasizes population, distribution of groups, how groups of people live and make a living.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate courses listed below are offered in the evening only. See the Evening College Bulletin for complete information. Course descriptions for required Evening College courses are included in this bulletin.

Geog. 307E Geography of Europe 3 Credits.

Geog. 308E Geographical Influences on American History 3 Credits.

Hist. 311E, 312E History of Russia 3, 3 Credits.

Hist. 313E The Middle East 3 Credits.

Hist. 314E East Asia in the Nineteenth and Twentieth Centuries 3 Credits.

Hist. 317E History of China 3 Credits.

Hist. 325E Canadian History (1867-Present) 3 Credits.

Hist. 327E History of India 3 Credits.

Hist. 329E, 330E History and Culture of the Orient 3, 3 Credits.

Hist. 333E The Civilization of Japan 3 Credits.

Hist. 403E, 404E Civil War and Reconstruction 3, 3 Credits

Hist. 416E The World in the Twentieth Century 3 Credits.

Hist. 424E Japan Since 1615 3 Credits.

Pol. Sci. 313E Governments and Politics of the Middle East 3 Credits.

Pol. Sci. 314E American Constitutional Law 3 Credits.

Pol. Sci. 315E Communism: Theory and Practice 3 Credits.

Pol. Sci. 324E Public Personnel Administration 3 lec. 3 Credits.

Pol. Sci. 326E Contemporary Urban Problems 3 lec. 3 Credits.

Pol. Sci. 403E Principles and Practices of International Relations 3 Credits.

MATHEMATICS

Betty E. Altizer / Howard F. Becksfort / Martha Grogan / C. Michael Lohr
Kathryn C. O'Neil / Josephine H. Winters

The Department offers a Bachelor of Science in Mathematics, and, in conjunction with the School of Education, offers a Bachelor of Science in Mathematics Education to prepare students for teaching in secondary schools.

Curriculum in Mathematics

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology		
or		
Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
Foreign Language. French, German, or Russian -----	3	3
History 101-102. History of Europe		
or		
History 201-202. American History -----	3	3
Mathematics 107. Algebra and Trigonometry or equivalent	3	-
Mathematics 200. Calculus with Analytic Geometry. ----	-	4
Physical Education or Elective -----	1	1
	<hr/> 17	<hr/> 18
<i>Second Year</i>		
English 201-202. Western World Literature		
or		
English 203-204. English Literature -----	3	3
Foreign Language. Intermediate French, German, or Russian	3	3
Mathematics 201-202. Calculus with Analytic Geometry --	4	3
Physics 205-206. General Physics -----	4	4
Social Science Elective -----	3	3
	<hr/> 17	<hr/> 16

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Mathematics 301. Differential Equations -----	3	-
Mathematics 401-402. Modern Algebra -----	3	3
Mathematics Elective -----	-	3
Physics Elective -----	4	4
Approved Electives -----	6	6
	<hr/> 16	<hr/> 16
<i>Fourth Year</i>		
Mathematics 405-406. Modern Geometry -----	3	3
Mathematics 407-408. Advanced Calculus -----	3	3
Mathematics or Science Elective -----	3-4	3-4
Approved Electives -----	3-2	3-2
	<hr/> 12	<hr/> 12

Curriculum in Mathematics Education

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology or Chemistry 101-102. General Chemistry and Qualitative Analysis -----	4	4
English 101-102. Composition and Literature -----	3	3
History 201-202. American History -----	3	3
Elective. Music, Foreign Language and/or Art -----	3	3
Mathematics 107. Algebra and Trigonometry -----	3	-
Mathematics 200. Calculus with Analytic Geometry -----	-	4
Physical Education -----	1	1
	<hr/> 17	<hr/> 18
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
Mathematics 201-202. Calculus with Analytic Geometry --	4	3
Physics 205-206. General Physics -----	4	4
Psychology 201. General Psychology -----	3	-
Psychology 302. Psychology of Adolescence -----	-	3
Electives. Social Science, Economics, History, Political Science, Sociology -----	3	3
Physical Education -----	1	-
	<hr/> 18	<hr/> 16

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Third Year</i>		
Drama 308. Speech for Teachers	3	-
Mathematics 304. Probability and Statistics	-	3
Mathematics 401-402. Modern Algebra	3	3
Mathematics 405-406. Modern Geometry	3	3
Elective in Science	4	4
Electives	3	1
	<hr/> 16	<hr/> 14
<i>Fourth Year</i>		
		<i>Block A B</i>
Education 403. Methods in the Secondary School	3	- -
Education 436. Supervised Teaching—Secondary	-	6 -
Education 319. The Secondary Curriculum	-	- 3
Health Education 305. School and Community Hygiene ..	-	- 3
Mathematics Elective	3	- -
Psychology 305. Educational Psychology	-	- 3
Electives	6	- -
	<hr/> 12	<hr/> 15

COURSES IN MATHEMATICS

Math. 001 Intermediate Mathematics First semester; 3 lecture hours; prerequisite: 1 year high school algebra, plane geometry. No credit. Staff • Review of high school algebra with a modern approach for those students who have not studied mathematics for several years and for those who do not make a satisfactory score on the algebra placement test.

Math. 102E Trigonometry Both semesters; 3 lecture hours; prerequisite: high school plane geometry and Math. 103 or equivalent. 3 Credits. Staff • Functions of angles, the solution of right and oblique plane triangles and trigonometric equations, identities. Logarithms. (Credit cannot be received for both Math. 102 and 104.)

Math. 103-104 Freshman Mathematics Continuous course; 3 lecture hours; prerequisite: Two years' algebra, plane geometry, and satisfactory score on placement test. 3-3 Credits. Staff • Introduction to sets and logic, development of the real number system and its algebra; solutions of equations and inequalities, and systems thereof. Relations and functions—polynomial, exponential, logarithmic, and trigonometric—with emphasis on their interrelationships.

Math. 105-106 Basic Mathematics Continuous course; 3 lecture hours; prerequisite: one year of high school algebra. 3-3 Credits. Not open for credit to students who have passed Math. 103. Staff • Modern concepts of mathematics, history and development of number systems, arithmetic and algebra from the teacher's point of view. No placement test required.

Math. 107 Algebra and Trigonometry First semester; 3 lecture hours; prerequisite: high school trigonometry and satisfactory placement test score. 3 Credits. Staff • An accelerated course combining algebra and trigonometry.

Math. 200-201-202 Calculus with Analytic Geometry Continuous course. 4-4-3 lecture hours, 4-4-3 Credits. Prerequisites Math. 107 or Math 103-104. Staff • Limits, continuity, derivatives, differentials, antiderivatives and definite integrals. Applications of differentiation and integration. Selected topics in analytic geometry. Partial differentiation, multiple integration, and infinite series. Math. 200 replaces Math. 108.

Math. 301 Differential Equations 3 lecture hours; prerequisite: Math. 201-202. 3 Credits. Staff • Solution of ordinary differential equations of first order. Linear differential equations with constant coefficients using operator methods. Series solutions and applications.

Math. 305 Elementary Number Theory Semester course; 3 lecture hours; prerequisite: Math. 200. 3 Credits. Staff • Divisibility, congruences, Euler phi-function, Fermat's theorem, primitive roots, Diophantine equations.

Math. 307 FORTRAN Computer Programming Semester course; 3 lecture hours; prerequisite: Math. 103 or equivalent. 3 Credits. Staff • Programming of mathematical and non-mathematical problems. Programs written by students will be processed by a modern computer.

Math. 308 Numerical Analysis Semester course; 3 lecture hours; prerequisite: Math. 202 and Math. 307. 3 Credits. Staff • Theory and FORTRAN IV programming of iterative numerical methods for computer solution of simultaneous, non-linear, and differential equations. Applications to interpolation, error analysis, matrices, numerical integration, and boundary-value problems.

Math. 309 Introduction to Probability Theory Semester course; 3 lecture hours; prerequisite: Math. 200. 3 Credits. Staff • A study of the mathematical theory of probability and applications of probability to statistical theory including finite and infinite sample spaces, random variables, discrete and continuous distributions, mathematical expectation, functions of random variables, sampling distributions. (Math. 309 replaces Math. 304)

Math. 311 Vector Analysis 3 lecture hours; prerequisite: Math. 201, 202, 301. 3 Credits. Staff • Topics from the algebra and calculus of vectors including addition and products of vectors, derivations of vector functions, divergence and curl, integrals of vector functions.

Math. 401-402 Modern Algebra Continuous course; 3 lecture hours; prerequisite: Math. 200 or equivalent. 3-3 Credits. Staff • A study of algebraic structure: groups, rings, fields, and vector spaces. Linear algebra and matrices. Homomorphisms and isomorphisms.

Math. 405-406 Modern Geometry Continuous course; 3 lecture hours; prerequisite: Math. 201-202. 3-3 Credits. Staff • Elements of non-Euclidean and of synthetic projective geometries. Introduction to topology.

Math. 407-408 Advanced Calculus Continuous course; 3 lecture hours; prerequisite: Math. 202. 3-3 Credits. Staff • Theoretical aspects of the calculus: real number system, sequences, limits, continuity, Fourier series, complex numbers, residue theorem, conformal maps, etc.

Math. 409 Modern Concepts of Mathematics for Elementary School Teachers Semester course; 3 lecture hours; prerequisite: Math. 103-104 or Math. 105-106. 3 Credits. Staff • A study of modern topics in mathematics of particular interest to the elementary school teacher.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate courses listed below are offered in the evening *only*. See the Evening College bulletin for complete information.

Math. 403E-404E Modern Concepts of Mathematics Continuous course; 3-3 Credits.

Math. 411E Theory of Matrices and Determinants 3 Credits.

PHILOSOPHY AND RELIGION

THOMAS O. HALL, JR., Chairman of the Department

This department offers courses designed to give the student an understanding of the contributions of religion and philosophy to man's life and thought. Special effort is made to relate these fields of study to man's present cultural environment.

The department also provides an opportunity for students who have chosen church-related vocations to begin their academic preparation. The student desiring to enroll for courses is urged to consult with both his major department and the Department of Philosophy and Religion.

COURSES IN PHILOSOPHY

Phil.101-102 Introduction to Philosophy Continuous course; 3 lecture hours; 3-3 Credits • An introduction to the main branches and problems of philosophy. The first semester will emphasize logic, ethics, and cosmology. Works of significant philosophies will be read.

Phil. 201-202 History of Philosophy Continuous course; 3 lecture hours; prerequisite: sophomore standing. 3-3 Credits • A survey of the development of critical and speculative thought in the West from ancient beginnings to the present.

Phil. 301, 303 Aesthetics Semester course; 3 lecture hours; prerequisite: sophomore standing. 3, 3 Credits • A study of aesthetic experience, the concept of art, the sensuous, structural, and expressive aspects of arts of form, and the philosophical problems involved in aesthetic judgment. The second semester is devoted to the application of aesthetic theory to specific arts: the dance, architecture, painting, sculpture, music, poetry, etc.

Phil. 305-306 Logic Continuous course; 3 lecture hours; prerequisite: sophomore standing. 3-3 Credits • An introduction to the principles and practice of correct thinking, embracing deductive logic, inductive logic and scientific method, the fallacies, and some elements of symbolic logic.

Phil. 307 Ethics Semester course; 3 lecture hours; prerequisite: Phil. 201-202 or consent of professor. 3 Credits • A study of man's ethical concepts and conduct. Socrates, Plato, Aristotle, Epicureanism, Stoicism, early Christianity, the Middle Ages, and contemporary views will be considered.

COURSES IN RELIGION

Rel. 301 Introduction to the Old Testament Semester course; 3 lecture hours. 3 Credits • A survey of the Old Testament from its beginning through the Post-exilic period. Emphasis given to the literary and historical development of the text.

Rel. 302 Introduction to the New Testament Second semester; 3 lecture hours; prerequisite: consent of the instructor. 3 Credits • A survey of the New Testament with particular emphasis given to the historical development of the Canon.

Rel. 303 Introduction to the Apocrypha Semester course; 3 lecture hours; prerequisite: Rel. 301-302 or consent of instructor. 3 Credits • A course designed to acquaint the student with Hebrew-Christian writings associated with the late Old Testament and early New Testament period. The general problem concerning the **Pseudepigrapha** is also considered in this course.

Rel. 305 The Old Testament Prophets Semester course; 3 lecture hours; prerequisite: Rel. 301 or consent of the instructor. 3 Credits • A study of the literature of the Old Testament prophets and their contributions to religion.

Rel. 401E Philosophy of Religion First semester; 3 lecture hours. 3 Credits • An introduction to the major problems and questions of religion and reason. Special reference will be made to the nature of God, the nature of man, the problem of evil, the source of good, immortality, and the basis of authority.

Rel. 402E Religions of the World Second semester; 3 lecture hours. 3 Credits
 • A brief study and analysis of the origin, growth, and present status of some of the world's major religions: Buddhism, Zoroastrianism, Judaism, Christianity, and Islam.

Rel. 403 History of Western Religion Semester course; 3 lecture hours. 3 Credits
 • A study of the development of religious thought and action in Western culture, including the Medieval, Reformation, Counter-reformation, and Modern periods.

Rel. 405 Contemporary Problems in Christian Thinking Semester course; 3 lecture hours; prerequisite: Consent of instructor. 3 Credits
 • Problems to be treated include the Christian understanding of history, the current ecumenical movement within the Church, reinterpretation of traditional doctrines and changes in ethical thinking and social involvement.

PHYSICS AND PHYSICAL SCIENCE

J. Temple Bayliss / Charles F. Ffolliott / Jane Bell Gladding (Part-time)
 René J. Smith / Craig Weber

The curriculum below serves those interested in a basic background in all areas of science and permits concentration in physics. A B.S. degree is offered in physics and physics education.

Curriculum in Science	Credits	
	1st Sem.	2nd Sem.
First Year		
Biology 101-102. General Biology -----	4	4
or		
Chemistry 101-102. General Chemistry and Qualitative Analysis		
English 101-102. Composition and Literature -----	3	3
History 101-102. History of Europe -----	3	3
or		
History 201-202. American History		
Language:		
French 101-102. Beginner's French -----	3	3
or		
German 101-102. Beginner's German		
or		
Russian 101-102. Beginner's Russian		
Mathematics 103-104. Freshman Mathematics -----	3	3-4
or		
Mathematics 107. Algebra and Trigonometry and		
Mathematics 200. Calculus with Analytic Geometry		
	16	16-17

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
or		
English 203-204. English Literature		
Language: -----	3	3
French 201-202. Intermediate French		
or		
German 201-202. Intermediate German		
or		
Russian 201-202. Intermediate Russian		
Mathematics 201-202. Calculus -----	4	3
Physics 205-206. General Physics -----	4	4
Approved Electives -----	3	3
	<hr/> 17	<hr/> 16
<i>Third Year</i>		
Mathematics 301. Differential Equations -----	3	-
Mathematics 311. Vector Analysis -----	-	3
Physics 301-302. Electricity and Magnetism -----	4	3
Physics 303-304. Classical Mechanics -----	3	3
Physics 305-306. Electronics -----	3	3
Approved Electives -----	3	3
	<hr/> 16	<hr/> 15
<i>Fourth Year</i>		
Math. 407-408. Advanced Calculus		
or		
Math. 413-414. Topics in Advanced Math. -----	3	3
Physics 401. Quantum Mechanics -----	3	-
Physics 403-404. Modern Physics -----	3	3
Physics 405. Thermodynamics -----	3	-
Physics 406. Optics -----	-	3
Approved Electives -----	3	6
	<hr/> 15	<hr/> 15

COURSES IN PHYSICS

Phys. 205-206 General Physics Year course; 3 lecture and 3 laboratory hours; prerequisite: Math. 107 or equivalent. 8 Credits. Weber • **First semester:** mechanics, sound, and heat. **Second semester:** electricity, magnetism, and light.

Phys. 300 Introduction to Modern Physics. First semester; 3 lecture hours; prerequisite: General physics and calculus, or calculus concurrent. 3 Credits. Staff • Atomic theory, atomic spectra, relativity, nucleonics, x-rays, accelerators and reactors. Radiation health physics and related topics. Radioactivity.

Phys. 301-302 Electricity and Magnetism Continuous course; 301, 3 lecture and 3 laboratory hours; prerequisites: general physics and calculus. 4 Credits. 302, 3 lecture hours. 3 Credits. Smith • Electric charges and electric fields, conductors, and resistances, capacitors and dielectrics, magnetic flux and magnetic fields, inductance.

Phys. 303-304 Classical Mechanics Year course; 3 lecture hours; prerequisite: general physics and calculus. 3-3 Credits. Weber • Study of kinematics, statics, dynamics of particles and rigid bodies, elasticity, fluid mechanics, wave motion. An introduction to advanced dynamics involving the Lagrangian and Hamilton's canonical equations.

Phys. 305-306 Electronics Year course; 2 lecture and 3 laboratory hours; prerequisites: general physics and calculus. 3-3 credits. Weber • The mathematical study of vacuum tubes, semiconductors, electrical circuits, and servo-mechanisms.

Phys. 401 Quantum Mechanics Semester course; 3 lecture hours; prerequisites: Physics 303-4 and Math 301. 3 Credits. Staff • Wave mechanics, Schrodinger equation and its solution, expectation values and Eigenvalue equations, the correspondence principle, angular momentum operators, matrix representations, spin, approximation methods, and scattering theory.

Phys. 403-404 Modern Physics Continuous course; 3 lecture hours each semester; prerequisites: Physics 303-304 and Math 301. 3-3 Credits. Staff • First semester: Theory of relativity, blackbody radiation, the atomic nucleus, Bohr theory, one electron and multi-electron atoms, magnetic moments. Second semester: Nuclear structure, alpha, beta and gamma decay, nuclear reactions, nuclear spin, elementary particles.

Phys. 405 Thermodynamics Semester course; 3 lecture hours; prerequisite: general physics and calculus. 3 Credits. Smith • The laws of thermodynamics and their application to the fundamental concepts of physics.

Phys. 406 Optics Semester course; 3 lecture hours and 3 laboratory hours; prerequisite: general physics and calculus. 4 Credits. Weber • The study of geometrical and physical optics including thin and thick lenses, interference diffraction, and polarization phenomenon.

Physics Courses for Engineering Technology Students

Phys. 127-128 Applied Physics Continuous course; 3 lecture and 3 laboratory hours. 4-4 Credits. Davis • A highly condensed survey course introducing

the student to scientific investigation, experimentation, and reporting; involving the principles and practical applications of heat, mechanics, sound and light. An introduction to modern physics as well as mathematical analysis is included. (For Electrical-Electronics Technology students only.)

Phys. 209-210 Applied Physics Continuous course; 3 lecture and 3 laboratory hours. 4-4 Credits. McKinney • A highly condensed survey course introducing the student to scientific investigation, experimentation, and reporting; involving the principles and practical applications of heat, mechanics, sound, light, and electricity. An introduction to modern physics as well as mathematical analysis is included. (For Engineering Technology students only.)

Physics Course for VPI Engineering Students

Physics V226-V236 General University Physics Second and third quarters. Continuous course. 3 lecture and 4 laboratory hours; prerequisite: Engr. V211 or equivalent; corequisite for V226: Math. V211, 5-5 credit • A study of classical and modern physics for engineering students. (For VPI Engineering students only.)

COURSE IN PHYSICAL SCIENCE

Phys. Sci. 206. Survey of the Physical Sciences Second semester; 3 lecture hours. 3 Credits. Ffolliott • Selected topics from the physical sciences with demonstrations and discussion of the methods of presentation for classroom teaching. Terminal course for teachers.

TWO-YEAR PROGRAM IN LIBERAL ARTS

JAMES D. PENDLETON, Adviser

This is a junior college program in liberal arts leading to the degree of Associate in Arts. It is intended to meet the needs of those students who expect to attend college two years only or who intend to transfer to one of the four-year programs offered by the School of Arts and Sciences. Students enrolled in this curriculum may also qualify for transfer to certain of the degree programs offered in the School of Education, the Department of Psychology, and the School of Social Sciences.

Students who complete the curriculum outlined below with a grade average of "C" or better may, upon application, be awarded the degree of Associate in Arts.

Associate in Arts Degree Curriculum
(Code: 860)

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Biology 101-102. General Biology or		
Chem. 101-102. General Chemistry -----	4	4
English 101-102. Composition and Literature -----	3	3
Foreign Language or Approved Electives -----	3	3
History 101-102. History of Europe or		
History 201, 202. American History -----	3	3
Mathematics 103-104. Freshman Mathematics or		
Mathematics 107. Algebra and Trigonometry and		
Mathematics 200. Calculus with Analytic Geometry ----	3	3-4
Physical Education -----	1	1
	<hr/>	<hr/>
	17	17-18
<i>Second Year</i>		
English 203, 204. English Literature -----	3	3
Foreign Language or Approved Electives -----	3	3
Six courses (18 credits) from the following:	9	9
Economics 201-202. Principles of Economics		
History 101-102. History of Europe or		
History 201, 202. American History		
Mathematics		
Philosophy 201-202. History of Philosophy		
Political Science 201, 202. American Government		
Psychology 201, 202. General Psychology		
Science		
Sociology 201-202. General Sociology		
Physical Education -----	1	1
	<hr/>	<hr/>
	16	16

SCHOOL OF BUSINESS

ACCOUNTING

BUSINESS EDUCATION

DATA PROCESSING

ECONOMICS

GENERAL BUSINESS ADMINISTRATION

MANAGEMENT

SECRETARIAL ADMINISTRATION

GRADUATE PROGRAM

SCHOOL OF BUSINESS

J. CURTIS HALL, Dean

JOHN D. LAMBERT, Assistant Dean

The School of Business is a professional school that prepares students for work in the broad field of business. It combines sound programs in business administration with broad general education. The School is made up of curricula in Accounting, Business Education, Data Processing, Economics, General Business Administration, Management, Secretarial Administration.

The major objective of the School of Business is to prepare students for careers in business. The various curricula provide a broad foundation in the principles of business organization and management and at the same time allow a student to select certain courses that best fulfill his particular needs. All programs are such that students also may develop an understanding of the rights and responsibilities of democratic citizenship.

The School of Business also has these additional objectives:

1. To provide service courses to other schools on the campus.
2. To render service to the business community through short courses, management training programs, and special conferences.
3. To engage in and encourage research in the fields of business and economics.
4. To offer programs of graduate instructions in business.

Candidates for degrees in the School of Business must complete the number of credits designated in the particular curriculum outlines that follow.

ACCOUNTING

H. DAVID WILLIS, Head of the Department

Edward N. Coffman / Charles E. Fletcher / B. Roland Freasier
Andrew J. Gordon / Michael R. Hansen / H. Wayne Hudgins
Jackie G. Williams

Part-time—Frank H. Abernathy

Graduate Assistants—James L. Cosby / William W. Oyler / Roger L. Milburn

The accounting curriculum is designed to prepare students for careers in such fields as industrial, governmental, and public accounting. It also prepares graduates for executive positions in government and industry. The program is designed so that the student begins his work in accounting immediately upon his admission to the College. Graduates are eligible for the CPA Examination in Virginia.

Curriculum in Accounting

	<i>Credits</i>	
	<i>1st</i>	<i>2nd</i>
<i>First Year</i>	<i>Sem.</i>	<i>Sem.</i>
Bus. 101-102. Mathematics of Finance -----	3	3
Bus. 121. Introduction to Business -----	3	-
Bus. 203-204. Principles of Accounting -----	4	4
Eng. 101-102. Composition and Literature -----	3	3
Psych. 201. General Psychology -----	-	3
Speech 121. Effective Speech -----	3	-
Elective -----	-	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Bus. 232. Business Organization and Management -----	-	3
Bus. 303-304. Intermediate Accounting -----	4	4
Econ. 201-202. Principles of Economics -----	3	3
Eng. 201-202. Western World Literature -----	3	3
History, Political Science, or Sociology -----	3	3
Elective -----	3	-
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Third Year</i>		
Bus. 301. Business Statistics -----	3	-
Bus. 323-324. Business Law -----	3	3
Bus. 360. Basic Data Processing Principles -----	3	-
Bus. 401-402. Cost Accounting -----	3	3
Bus. 403-404. Advanced Accounting -----	3	3
Bus. 460. Data Processing Systems and Methods -----	-	3
Econ. 307. Money and Banking -----	-	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
Bus. 405. Tax Accounting -----	3	-
Bus. 406. Auditing -----	-	3
Bus. 408. CPA Problems -----	-	3
Bus. 409. Governmental Accounting -----	3	-
Bus. 411. Corporation Finance -----	3	-
Econ. 421. Government and Business -----	3	-
Electives (Economics, Management, or Data Processing)-----	3	9
	<hr/> 15	<hr/> 15

BUSINESS EDUCATION

W. L. TUCKER, Head of the Department

Miss Mosetta Sykes

This program is designed for young men and women who desire a career in teaching business subjects on the junior high school, the senior high school, or the college level.

The four-year program in Business Education includes the following 48 semester credits of general education required of all teachers certified by the State of Virginia:

- A. Humanities (including English Composition) -----12 credits
- B. Social Science (including American History) -----12 credits
- C. Laboratory Science and Mathematics -----12 credits
- D. Health and Physical Education ----- 4 credits
- E. Courses Selected from A, B, and C above ----- 8 credits

Endorsements to teach may be earned in selected areas of business education by completing forty-five (45) semester hours as follows:

- Area A: General Office Procedures -----45 credits
(Endorsed to teach basic business, bookkeeping, Office procedures, and typewriting.)
- Area B: Stenography -----45 credits
(Endorsed to teach basic business, office procedures, recordkeeping, shorthand, and typewriting.)
- Area C: Bookkeeping-Data Processing -----45 credits
(Endorsed to teach basic business, bookkeeping and accounting, data processing, and office procedures.)

Separate Subject Endorsement: Endorsement in specific subject areas may be earned by completing the number of credits indicated:

- Basic Business -----12 credits
- Bookkeeping and Accounting -----12 credits
- Data Processing -----12 credits
- Shorthand (9 hrs.) and Typewriting (6 hrs.) -----15 credits*
- Office Systems and Procedures -----12 credits

Candidates who wish to be endorsed in a limited area may substitute approved electives to complete the degree program.

State scholarships are available for those who will teach at least one year in the public schools of Virginia.

* Requirement may be reduced if the student is exempted from one or more courses by virtue of prior training.

Curriculum in Business Education: Bookkeeping and Data Processing

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Biol. 101-102. Science -----	4	4
Bus. 101-102. Mathematics -----	3	3
Bus. 121. Introduction to Business -----	3	-
Bus. 145. Beginning Typewriting ¹ -----	-	3
Eng. 101-102. Composition and Literature -----	3	3
Hist. 201-202. American History -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Bus. 203-204. Principles of Accounting -----	4	4
Bus. 232. Business Organization and Management -----	3	-
Bus. 360. Basic Data Processing Principles -----	-	3
Econ. 201-202. Principles of Economics -----	3	3
Eng. 201-202. Western World Literature -----	3	3
Elective -----	3	3
	<hr/> 16	<hr/> 16
<i>Third Year</i>		
Bus. 301. Business Statistics -----	3	-
Bus. 303. Intermediate Accounting -----	4	-
Bus. 323-324. Business Law -----	3	3
Bus. 343. Office Machines -----	-	3
Bus. 353. Introduction to Business Teaching -----	3	-
Bus. 453. Teaching Bookkeeping and Basic Business -----	-	3
Bus. 461-462. Functional Wiring Principles -----	3	3
Psych. 201. General Psychology -----	-	3
	<hr/> 16	<hr/> 15

¹ Required only of those who fail to pass the typewriting placement test.

	Credits	
	1st	2nd.
	Sem.	Sem. A B
<i>Fourth Year</i>		
Bus. 325. Business Writing	3	- -
Bus. 438. Office Management	3	- -
Bus. 463. Computer Programming	3	- -
Ed. 436. Supervised Teaching—Secondary ²	-	6 -
Health Educ. 305. School and Community Hygiene	-	- 3
Psych. 305. Educational Psychology	-	- 3
Speech 308. Speech for Teachers	3	- -
Electives	3	- 3
	<hr/> 15	<hr/> 15

Curriculum in Business Education: General Office Procedures

	Credits	
	1st	2nd
	Sem.	Sem.
<i>First Year</i>		
Biol. 101-102. Science	4	4
Bus. 101-102. Mathematics	3	3
Bus. 121. Introduction to Business	3	-
Bus. 145. Beginning Typewriting ¹	-	3
Eng. 101-102. Composition and Literature	3	3
Hist. 201-202. American History	3	3
Physical Education	1	1
	<hr/> 17	<hr/> 17

Second Year

Bus. 203-204. Principles of Accounting	4	4
Bus. 232. Business Organization and Management	3	-
Bus. 245. Intermediate Typewriting	3	-
Bus. 345. Advanced Typewriting	-	3
Bus. 360. Basic Data Processing Principles	-	3
Econ. 201-202. Principles of Economics	3	3
Eng. 201-202. Western World Literature	3	3
	<hr/> 16	<hr/> 16

¹ Required only of those who fail to pass the typewriting placement test.

² Education 436 may be taken during the first 8 weeks (Column "A") of either semester of the final year.

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Bus. 303. Intermediate Accounting -----	4	-
Bus. 323-324. Business Law -----	3	3
Bus. 343. Office Machines -----	3	-
Bus. 349. Office Procedures -----	-	3
Bus. 353. Introduction to Bus. Teaching -----	3	-
Bus. 453. Teaching Bookkeeping and Basic Business ----	3	-
Psych. 201. General Psychology -----	-	3
Electives -----	-	6
	<hr/> 16	<hr/> 15
<i>Fourth Year</i>		
		A B
Bus. 325. Business Writing -----	3	- -
Bus. 438. Office Management -----	3	- -
Ed. 436. Supervised Teaching—Secondary ² -----	-	6 -
H. Ed. 305. School and Community Hygiene -----	-	- 3
Psych. 305. Educational Psychology -----	-	- 3
Speech 308. Speech for Teachers -----	3	- -
Electives -----	6	- 3
	<hr/> 15	<hr/> 15

Curriculum in Business Education: Stenography

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biol. 101-102. Science -----	4	4
Bus. 101-102. Mathematics -----	3	3
Bus. 121. Introduction to Business -----	3	-
Bus. 145. Beginning Typewriting ¹ -----	-	3
Eng. 101-102. Composition and Literature -----	3	3
Hist. 201-202. American History -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17

¹ Required only of those who fail to pass the typewriting placement test.

² Education 436 may be taken during the first 8 weeks (Column "A") of either semester of the final year.

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Bus. 203-204. Principles of Accounting -----	4	4
Bus. 241-242. Beginning and Intermediate Shorthand ----	3	3
Bus. 245. Intermediate Typewriting -----	3	-
Bus. 345. Advanced Typewriting -----	-	3
Econ. 201-202. Principles of Economics -----	3	3
Eng. 201-202. Western World Literature -----	3	3
	<hr/> 16	<hr/> 16
<i>Third Year</i>		
Bus. 232. Business Organization and Management -----	3	-
Bus. 323-324. Business Law -----	3	3
Bus. 341. Advanced Shorthand and Transcription -----	3	-
Bus. 343. Office Machines -----	-	3
Bus. 349. Office Procedures -----	3	-
Bus. 353. Introduction to Bus. Teaching -----	3	-
Bus. 360. Basic Data Processing Principles -----	-	3
Bus. 455. Teaching Secretarial Subjects -----	-	3
Psych. 201. General Psychology -----	-	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
		A B
Bus. 325. Business Writing -----	3	- -
Ed. 436. Supervised Teaching—Secondary ² -----	-	6 -
H. Ed. 305. School and Community Hygiene -----	-	- 3
Psych. 305. Educational Psychology -----	-	- 3
Speech 308. Speech for Teachers -----	3	- 3
Electives -----	9	- -
	<hr/> 15	<hr/> 15

² Education 436 may be taken during the first 8 weeks (Column "A") of either semester of the final year.

ECONOMICS

R. PIERCE LUMPKIN, Head of the Department

W. O. Edwards / Clinton S. Ferguson / Edward L. Flippen / Marvin L. Ingram
George W. Jennings / Dennis M. O'Toole / B. Ramamoorthy / Yi C. Shih
Eleanor C. Snellings

Graduate Assistant—Robert T. Cone

The program leading to the B.S. Degree in Economics is designed to equip students for graduate work in this field of study as well as to provide a broad liberal arts background for students who wish to seek positions in business upon completion of the bachelor's degree. This program also provides courses in economics to meet the needs of students in other curricula offered by the University, particularly those offered by other departments of the School of Business.

Curriculum in Economics

	<i>Credits</i>	
	<i>1st</i>	<i>2nd</i>
	<i>Sem.</i>	<i>Sem.</i>
<i>First Year</i>		
Bus. 101-102. Mathematics of Finance	3	3
Bus. 203-204. Principles of Accounting	4	4
Eng. 101-102. Composition and Literature	3	3
History, Political Science or Sociology	3	3
Modern Language (or acceptable substitute)	3	3
Physical Education	1	1
	<hr/>	<hr/>
	17	17
<i>Second Year</i>		
Econ. 201-202. Principles of Economics	3	3
Eng. 201-202. Western World Literature	3	3
Modern Language (or acceptable substitute)	3	3
Physics, Chemistry, or Biology	4	4
Physical Education	1	1
Psych. 201. General Psychology	3	-
	<hr/>	<hr/>
	17	14

	Credits	
	1st Sem.	2nd Sem
<i>Third Year</i>		
Bus. 301. Business Statistics -----	3	-
Bus. 323-324. Business Law -----	3	3
Bus. 412. Statistical Method -----	-	3
Econ. 301. Intermediate Economics -----	3	-
Econ. 306. Public Finance -----	-	3
Econ. 307. Money and Banking -----	-	3
Econ. 309. International Trade -----	3	-
Hist./Econ. 319. Economic History of the U. S. -----	-	3
Elective -----	3	-
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
Bus. 411. Corporation Finance -----	3	-
Bus. 415. Investments -----	-	3
Econ. 402. Business Cycles and Forecasting -----	-	3
Econ. 407. Monetary Theory -----	-	3
Econ. 421. Government and Business -----	3	-
Econ. 431. Labor Economics -----	3	-
History, Political Science, or Sociology -----	3	3
Electives -----	3	3
	<hr/> 15	<hr/> 15

Note: Candidates for the B.S. degree in Economics must complete not less than 33 credits nor more than 42 credits in economics.

GENERAL BUSINESS ADMINISTRATION AND MANAGEMENT

RUSSELL A. JOHNSTON, Head of the Department

James W. Bailey / David R. Falke / Jerry T. Ferguson / Julius C. Helmer
Aubrey L. Lucas / Thomas J. Maronick / Alexander C. Murrelle
Daniel P. O'Connor / Edith C. Stutz / Paul M. Umberger / Joel H. Welch

Graduate Assistants—James O. Armstrong / James W. Duff / James R. Lyle
Arnold L. Powell / Neale M. Robertson / Robert N. Sheffield
Frank D. Whitworth

GENERAL BUSINESS ADMINISTRATION

The major in general business administration is intended for those who want a broad education in business without extensive concentration in a single business field. The requirements for the first two years of this program are the same as those for the major in Management.

Curriculum in General Business Administration

	<i>Credits</i>	
	<i>1st</i>	<i>2nd</i>
<i>First Year</i>	<i>Sem.</i>	<i>Sem.</i>
Bus. 101-102. Mathematics of Finance -----	3	3
Bus. 121. Introduction to Business -----	3	-
Eng. 101-102. Composition and Literature -----	3	3
History, Political Science, or Sociology -----	3	3
Speech 121. Effective Speech -----	-	3
Electives -----	3	3
Physical Education -----	1	1
	<hr/> 16	<hr/> 16
<i>Second Year</i>		
Bus. 203-204. Principles of Accounting -----	4	4
Bus. 232. Business Organization and Management -----	-	3
Econ. 201-202. Principles of Economics -----	3	3
Eng. 201-202. Western World Literature -----	3	3
Psych. 201. General Psychology -----	3	-
Electives -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Third Year</i>		
Bus. 301. Business Statistics -----	-	3
Bus. 323-324. Business Law -----	3	3
Bus. 325. Business Writing -----	3	-
Bus. 331. Personnel Management -----	3	-
Bus. 360. Basic Data Processing Principles -----	-	3
Econ. 306. Public Finance -----	3	-
Econ. 307. Money and Banking -----	-	3
Hist./Econ. 319. Economic History of the U. S. -----	-	3
Mark. 311. Marketing Functions and Problems -----	3	-
	<hr/> 15	<hr/> 15

	Credits	
	1st	2nd
Fourth Year	Sem.	Sem.
Bus. 411. Corporation Finance -----	3	-
Bus. 412. Statistical Method -----	3	-
Bus. 415. Investments -----	-	3
Bus. 422. Real Estate -----	-	3
Bus. 423. Insurance -----	3	-
Econ. 402. Business Cycles and Forecasting -----	-	3
Econ. 421. Government and Business -----	3	-
Econ. 431. Labor Economics -----	3	-
Electives -----	-	6
	15	15

MANAGEMENT

This program is intended for advanced students interested in the following areas of management in business and industry: factory and industrial management, office administration, and personnel management. The requirements for the first two years of the program are the same as those for the major in General Business Administration.

Curriculum in Management

	Credits	
	1st	2nd
First Year	Sem.	Sem.
Bus. 101-102. Mathematics of Finance -----	3	3
Bus. 121. Introduction to Business -----	3	-
Eng. 101-102. Composition and Literature -----	3	3
History, Political Science, or Sociology -----	3	3
Speech 121. Effective Speech -----	-	3
Electives -----	3	3
Physical Education -----	1	1
	16	16
Second Year		
Bus. 203-204. Principles of Accounting -----	4	4
Bus. 232. Business Organization and Management -----	-	3
Econ. 201-202. Principles of Economics -----	3	3
Eng. 201-202. Western World Literature -----	3	3
Psych. 201. General Psychology -----	3	-
Electives -----	3	3
Physical Education -----	1	1
	17	17

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Bus. 301. Business Statistics -----	-	3
Bus. 323-324. Business Law -----	3	3
Bus. 325. Business Writing -----	-	3
Bus. 331. Personnel Management -----	3	-
Bus. 360. Basic Data Processing Principles -----	-	3
Bus. 401-402. Cost Accounting -----	3	3
Mark. 311. Marketing Functions and Problems -----	3	-
Psych. 310. Industrial Psychology -----	3	-
	<hr/>	<hr/>
	15	15
<i>Fourth Year</i>		
Bus. 411. Corporation Finance -----	-	3
Bus. 412. Statistical Method -----	3	-
Bus. 422. Real Estate (or Bus. 423—Insurance) -----	-	3
Bus. 432. Industrial Management -----	-	3
Bus. 435. Seminar in Personnel Management -----	3	-
Bus. 499. Management Seminar -----	-	3
Econ. 307. Money and Banking -----	3	-
Econ. 421. Government and Business -----	3	-
Econ. 431. Labor Economics -----	3	-
Electives -----	-	3
	<hr/>	<hr/>
	15	15

SECRETARIAL ADMINISTRATION

DOROTHY E. LEE, Head of the Department

Ann Graham / Virginia M. Lohmann / Robert P. Miller / Millicent J. Williams

In planning the curricula in Secretarial Administration recognition has been given to the fact that secretaries need a broad background in business that encompasses more than shorthand and typewriting skills. In the programs offered in this department, provision is made for students to prepare for the professional positions held by top-level secretaries. The courses offered form a foundation for those who, after the requisite experience, plan to take the Certified Professional Secretary Examination.

Curriculum in Secretarial Administration

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Bus. 101-102. Mathematics of Finance -----	3	3
Bus. 121. Introduction to Business -----	-	3
Bus. 145. Beginning Typewriting -----	3	-
Bus. 245. Intermediate Typewriting -----	-	3
Eng. 101-102. Composition and Literature -----	3	3
Hist. 201-202. American History (or European History) --	3	3
Speech 121. Effective Speech -----	3	-
Physical Education -----	1	1
	16	16
<i>Second Year</i>		
Bus. 203-204. Principles of Accounting -----	4	4
Bus. 241-242. Beginning and Intermediate Shorthand ----	3	3
Bus. 345. Advanced Typewriting -----	3	-
Econ. 201-202. Principles of Economics -----	3	3
Eng. 201-202. Western World Literature -----	3	3
Psych. 201. General Psychology -----	-	3
	16	16
<i>Third Year</i>		
Bus. 323-324. Business Law -----	3	3
Bus. 325. Business Writing -----	3	-
Bus. 341. Advanced Shorthand and Transcription -----	3	-
Bus. 343. Office Machines -----	-	3
Biol. 105-106. Life Science -----	3	3
Psych. 321. Social Psychology (or Psych. 305, Educ. Psych.)	-	3
Electives -----	3	3
Physical Education -----	1	1
	16	16
<i>Fourth Year</i>		
Bus. 301. Business Statistics -----	3	-
Bus. 331. Personnel Management -----	3	-
Bus. 349. Office Procedures -----	-	3
Bus. 438. Office Management -----	-	3
Econ. 307. Money and Banking -----	3	-
Mark. 311. Marketing Functions and Problems (or Econ. 421)	-	3
Electives -----	6	6
	15	15

COMBINED DEGREE IN BUSINESS AND LAW

DAVID R. FALKE, Adviser

A broad education in general economics, accounting, finance, corporate organization, taxation, labor economics, and other specialized fields has become increasingly important to the lawyer. Many law firms confine their practice largely to acting as consultants to business firms. Since there is such a close natural link between the fields of business administration and law, a combined curriculum in these fields seems desirable. In this way a student can earn both the Bachelor of Science degree and the Bachelor of Law Degree in a period of six years.

The School of Business of Virginia Commonwealth University offers such a combined curriculum in business and law in cooperation with accredited law schools. The first three years of the program are offered at the University. Students taking this combined program complete the first three years of a regular curriculum in the School of Business. The general requirements include a minimum of:

One year of mathematics

Two years of English

One year of history, political science, or sociology

One year of accounting

One year of principles of economics

One semester of statistics

Two years of physical education

An additional 30 semester credits in business and/or economics

Twenty to twenty-three credits to be selected from such broad fields as modern languages, natural sciences, psychology, speech, political science, history, and the like.

It is the responsibility of the student to see that he completes the requirements for admission to the law school that he expects to attend. The University can give no guarantee as to the acceptance of any individual student by the law school to which he applies.

When a student has completed the specified three years of work in the School of Business of this College and has successfully completed two years of work at an accredited law school, the University will grant the Bachelor of Science degree in Business. The Dean of the law school in question must certify that the student is eligible for admission to the *third* year of work in that school.

GRADUATE PROGRAM IN BUSINESS

The School of Business offers a graduate program leading to the degree of Master of Science in Business. It is a flexible program that is designed to meet

the needs of those who work in business and those who teach business subjects at the high school, junior college, or college levels. Details of the program are given in a separate Graduate Bulletin which will be sent upon request. Write to Dr. J. Kenneth Roach, Director of Graduate Studies, School of Business.

COMPUTER CENTER

The facilities of the Computer Center are available for use in undergraduate and graduate instruction and research. Students interested in a general background in electronic data processing will find related courses taught within the School of Business. The programming languages, consisting of easycoder, fortran, and cobol are used by the skilled administrative staff.

The Computer Center is located in the basement of the Gymnasium Building, 819 West Franklin Street. A Honeywell 200 computer system, along with peripheral equipment for punching, reproducing, and sequencing cards is utilized by both the students and the college administration. Primary storage of the computer is 20,000 characters with secondary storage of four magnetic tape drives.

MANAGEMENT CENTER

MARY B. McGINTY, Director / MATTHEW McGRATH, Coordinator

E. Cofer Loomer, Coordinator / Virgil C. Mansfield, Coordinator

The Management Center serves area business and industry through short-term courses, workshops, and seminars. Instruction is designed to meet specific educational and skill development needs as they arise.

Staff members work with area business and industry in planning and administering training courses designed to improve employee development and performance. Instruction is offered either at the business location or at the Virginia Commonwealth University.

Regular offerings include seminars on investments, family finance, industrial relations, secretarial and clerical procedures, medical and legal secretarial procedures, and courses in supervisory and management training and statistical quality control. They also include marketing management and operations courses; seminars for trade and professional associations, wholesale and direct selling firms, hotel management personnel, and numerous other sales and marketing organizations.

ASSOCIATE IN SCIENCE DEGREES

The School of Business offers five programs leading to the Associate in Science degree. They are designed for students who are unable to attend the College for the eight semesters required for the bachelor's degree.

Candidates for the Associate in Science degree must complete the number of credits designated in the particular curriculum outlines that follow with a grade average of "C":

DATA PROCESSING

A. LEE HALL, Head of the Department

Edwin E. Blanks / Edward L. Meharg / Thomas H. Ratledge

Richard H. Robertson

This program consists of a sequence of courses designed to prepare students for positions in data processing installations. Persons desiring admission to this program must make a satisfactory score on the Programmer's Aptitude Test (P A T).

Curriculum in Data Processing

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Bus. 101-102. Mathematics of Finance -----	3	3
Bus. 161-162. Functional Wiring Principles -----	4	4
Bus. 163-164. Computer Programming -----	4	4
Bus. 203-204. Principles of Accounting -----	4	4
Eng. 101-102. Composition and Literature -----	3	3
	<hr/> 18	<hr/> 18
<i>Second Year</i>		
Bus. 121. Introduction to Business -----	3	-
Bus. 261-262. Business Systems Analysis and Design ----	3	3
Bus. 263-264. Advanced Computer Programming -----	4	4
Bus. 266. Data Processing Field Project -----	-	3
Bus. 268. Data Processing Installation Supervision -----	-	3
Bus. 301. Business Statistics -----	-	3
Bus. 325. Business Writing -----	3	-
Elective in Social Science -----	3	-
	<hr/> 16	<hr/> 16

GENERAL SECRETARIAL

This program is designed to prepare students for secretarial positions in business.

Curriculum in General Secretarial

	Credits	
	1st	2nd
	Sem.	Sem.
<i>First Year</i>		
Bus. 101. Mathematics of Finance -----	3	-
Bus. 121. Introduction to Business -----	3	-
Bus. 145. Beginning Typewriting ¹ -----	3	-
Bus. 203. Principles of Accounting -----	-	4
Bus. 241-242. Beginning and Intermediate Shorthand ¹ -----	3	3
Bus. 245. Intermediate Typewriting ¹ -----	-	3
Eng. 101-102. Composition & Literature -----	3	3
Speech 121. Effective Speech -----	-	3
	<hr/> 15	<hr/> 16
<i>Second Year</i>		
Bus. 323. Business Law -----	3	-
Bus. 325. Business Writing -----	-	3
Bus. 341. Advanced Shorthand & Transcription -----	-	3
Bus. 343. Office Machines -----	3	-
Bus. 345. Advanced Typewriting -----	3	-
Bus. 349. Office Procedures -----	-	3
Econ. 201-202. Principles of Economics -----	3	3
Psych. 201. General Psychology -----	3	-
Elective -----	-	3
	<hr/> 15	<hr/> 15

¹ If a student passes the Typewriting and Shorthand Placement Test, he should select from the following electives:

- Bus. 102. Mathematics of Finance
- Bus. 204. Principles of Accounting
- Bus. 232. Business Organization and Management
- Bus. 324. Business Law
- Bus. 438. Office Management
- Mark. 311. Marketing Functions and Problems

LEGAL SECRETARIAL

This program is designed to prepare students for secretarial positions in law office, both public and private.

Curriculum in Legal Secretarial

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Bus. 101. Mathematics of Finance -----	3	-
Bus. 121. Introduction to Business -----	3	-
Bus. 145. Beginning Typewriting ¹ -----	3	-
Bus. 203. Principles of Accounting -----	-	4
Bus. 241-242. Beginning & Intermediate Shorthand ¹ ----	3	3
Bus. 245. Intermediate Typewriting ¹ -----	-	3
Eng. 101-102. Composition and Literature -----	3	3
Psych. 201. General Psychology -----	-	3
	<hr/> 15	<hr/> 16
<i>Second Year</i>		
Bus. 323-324. Business Law -----	3	3
Bus. 325. Business Writing -----	3	-
Bus. 341. Advanced Shorthand & Transcription -----	3	-
Bus. 341L. Legal Dictation & Transcription -----	-	3
Bus. 343. Office Machines -----	-	3
Bus. 345. Advanced Typewriting -----	3	-
Bus. 349. Office Procedures -----	-	3
Econ. 201-202. Principles of Economics -----	3	3
	<hr/> 15	<hr/> 15

¹ If a student passes the Typewriting and Shorthand Placement Tests, he should select from the following electives:

- Bus. 102. Mathematics of Finance
- Bus. 204. Principles of Accounting
- Bus. 232. Business Organization and Management
- Bus. 438. Office Management
- Speech 121. Effective Speech
- Mark. 311. Marketing Functions and Problems

MEDICAL SECRETARIAL

This program is designed to prepare students for work as assistants or secretaries in doctors' offices, hospitals, and other medical institutions.

Curriculum in Medical Secretarial

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biol. 103-104. Anatomy and Physiology -----	3	3
Bus. 101. Mathematics of Finance -----	3	-
Bus. 121. Introduction to Business -----	-	3
Bus. 242. Intermediate Shorthand -----	3	-
Bus. 245. Intermediate Typewriting -----	3	-
Bus. 341. Advanced Shorthand & Transcription -----	-	3
Bus. 345. Advanced Typewriting -----	-	3
Eng. 101-102. Composition & Literature -----	3	3
	<hr/> 15	<hr/> 15
<i>Second Year</i>		
Bus. 203. Principles of Accounting -----	4	-
Bus. 323. Business Law -----	3	-
Bus. 325. Business Writing -----	-	3
Bus. 341M-342M. Medical Dictation & Office Procedures--	3	3
Bus. 349. Office Procedures -----	-	3
Chem. 105. Survey of Chemistry -----	-	4
Econ. 201-202. Principles of Economics -----	3	3
Psych. 201. General Psychology -----	3	-
	<hr/> 16	<hr/> 16

A student who enters without qualifying for Bus. 245—Intermediate Typewriting and Bus. 242—Intermediate Shorthand may complete this program by attending an additional semester or a Summer Session.

PLACEMENT TESTS FOR BUSINESS STUDENTS

Placement Tests: All incoming students must take departmental placement tests as required by their program of study. All business students must either pass a mathematics placement test given by the School of Business or have received a grade of C or better in a college mathematics course. Placement tests are also given in shorthand and typewriting for Secretarial Administration and Business Education students who have had previous training. Business students must also take the English Placement Test. These tests must be

taken at the beginning of the semester in which the student enters the University and on the date announced during the registration period. Tests will not be given at any other time.

COURSES IN BUSINESS

Bus. 001 Remedial Mathematics Both semesters; 3 lecture hours. 0 Credit. Staff • A course in algebra for students who have had no algebra in high school or who do not attain a satisfactory score on the placement test.

Bus. 101-102 Mathematics of Finance Continuous course; 3 lecture hours. 3-3 Credits. Umberger • The first semester begins with a review of the more important topics in fundamental algebra and a study of linear systems, quadratic equations, exponents and radicals, interest, and discounts.

Topics covered in the second semester are merchandising mathematics, logarithms, compound interest and discount, annuities certain, and the application of annuity principles as related to business problems.

Bus. 121 Introduction to Business Both semesters; 3 lecture hours. 3 Credits. Staff • This course is designed to develop elementary concepts in the major areas of business. The student learns how business functions, the institutions of business, the relationship of business and government, and at the same time acquires a business vocabulary. The course should also assist students in making an intelligent choice of a business career.

Bus. 145 Beginning Typewriting Both semesters; 3 lecture hours. 3 Credits. Staff • Students learn touch typewriting and develop speeds of from 25 to 40 words per minute. This course also includes the development of skill in typing correct letter forms, manuscript forms, and simple statistical work.

Bus. 161-162 Functional Wiring Principles Continuous course; 3 lecture and 2 laboratory hours. 4-4 Credits. Staff • This course is designed to provide a foundation for detailed study in the major areas of data processing. The card punch, sorter, reproducing punch, and tabulator will be discussed with emphasis on their use in accounting and record keeping. Laboratory exercises involving planning and wiring a range of unit record equipment will be completed.

Bus. 163-164 Computer Programming Continuous course; 3 lecture and 2 laboratory hours. 4-4 Credits. Staff • The basic concepts of digital computers will be developed in this course. Topics covered will include central processing unit, storage devices, arithmetic unit, logic ability, block diagramming, and principles of stored programming. Laboratory sessions will be used to solve case problems on basic card systems.

Bus. 203-204 Principles of Accounting Continuous course; 3 lecture and 2 laboratory hours. 4-4 Credits. Staff • This is a basic course in accounting,

presenting all the steps in the bookkeeping cycle as applied to single proprietorships, partnerships, and corporations.

Bus. 205 Accounting Laboratory Summers only; 2 laboratory hours. 1 Credit. Staff • The application of accounting theory to special problems. To be taken in conjunction with Business 203 or Business 204.

Bus. 232 Business Organization and Management Both semesters; 3 lecture hours; prerequisite: Bus. 121 or permission of instructor. 3 Credits. Staff • A course designed to enable students to understand and apply the basic principles relating to the efficient management of a business organization. Topics covered include: determining objectives and goals, setting up an efficient organization, assembling resources, and controlling and guiding operations.

Bus. 241-242 Beginning and Intermediate Shorthand Continuous course; 3 lecture and 2 laboratory hours; prerequisite: Satisfactory completion of shorthand placement test or Bus. 241 for enrollment in Bus. 242. 3-3 Credits. Staff. • A course in shorthand theory and dictation with an introduction to transcription. At the end of the second semester, a minimum dictation speed of ninety words per minute for five minutes with 95 per cent accuracy is attained for a grade of "C".

Bus. 245 Intermediate Typewriting Both semesters; 3 lecture hours; prerequisite: Bus. 145. 3 Credits. Staff • This course includes development of typewriting speed and accuracy and the application of typewriting to business papers. Students develop speeds of from 40 to 55 words a minute.

Bus. 261-262 Business Systems Analysis and Design Continuous course; 3 lecture hours. 3-3 Credits. Staff • This course is designed to guide the student through the three stages in the evolution of a system: (1) analysis of present information flow, (2) system specifications and equipment selections, and (3) implementation of the system. The detailed steps of each phase of systems design are shown in relation to the over-all study.

Bus. 263-264 Advanced Computer Programming Continuous course; 3 lecture and 2 laboratory hours. Prerequisite: Bus. 163-164 or permission of instructor. 4-4 Credits. Staff • The principles presented in Bus. 163-164 are employed in this course. Advanced input-output media and logic decision techniques will be emphasized. Laboratory sessions will be used to solve magnetic tape and random access problems.

Bus. 266 Data Processing Field Project Second semester; 3 lecture hours. 3 Credits. Staff • The primary purpose of this course is to give the student an overview of practical data processing. The project will involve the student in a real problem emanating from an actual data processing situation.

Bus. 268 Data Processing Installation Supervision Second semester; 3 lecture hours. 3 Credits. Staff • The student will be given concrete examples of the steps taken in problem definition, problem analysis, solution development, and solution application. Emphasis is placed on management planning in the data processing installation and the methodology of supervision and control.

Bus. 301 Business Statistics Both semesters; 3 lecture hours; prerequisites: Bus. 101-102 and Econ. 201-202. 3 Credits. Staff • Basic methods of collecting and presenting data are introduced. Analysis of data is studied by the calculation of index numbers, central tendency, and dispersion. Course includes an introduction to sampling and probability.

Bus. 303-304 Intermediate Accounting Continuous course; 3 lecture and 2 laboratory hours; prerequisite: Bus. 203-204. 4-4 Credits. Staff • This course reviews the accounting cycle and accounting statements. Problems in asset, liability, and net worth accounts are studied. Other topics studied include correction of statements and books, statement of application of funds and analysis of balance sheet and profit and loss statement.

Bus. 305 Accounting Laboratory Summers only; 2 laboratory hours. 1 Credit. Staff • The application of accounting theory to special problems. To be taken in conjunction with Business 303 or Business 304.

Bus. 321-322 Managerial Accounting For Retailing Continuous course; 3 lecture hours. 3-3 Credits. Staff • This course utilizes principles of double-entry bookkeeping as applied to the sole proprietorship, partnership, and corporation. Financial statements and problems are analyzed from a management viewpoint. It is designed to meet the needs of students who do not plan a concentration in accounting.

Bus. 323-324 Business Law Continuous course; 3 lecture hours. 3-3 Credits. Murrelle • The objective of this course is to aid the student in understanding fundamentals of the law applicable to business activities. The branches studied include contracts, negotiable instruments, sales, agency, partnership, corporations, bankruptcy, and others.

Bus. 325 Business Writing Both semesters; 3 lecture hours; prerequisites: Eng. 101-102. 3 Credits. Staff • The solution of representative business problems through the writing of letters and reports.

Bus. 331 Personnel Management First semester; 3 lecture hours; prerequisite: Bus. 232 or permission of the instructor. 3 Credits. Staff • This course examines basic problems of employee-management relations; process of employment, selection, and placement; wage levels and methods; job studies and descriptions; training methods and programs; and employee rating systems.

Bus. 341 Advanced Shorthand and Transcription Both semesters; 3 lecture and 2 laboratory hours; prerequisite: Bus. 242 and Bus. 243 or satisfactory completion of shorthand and typewriting placement tests. 3 Credits. Lee • This course develops dictation speeds from 100 to 130 words a minute and transcription speeds from 20 to 25 words a minute.

Bus. 341L Legal Dictation and Transcription Second semester; 3 lecture hours; prerequisite: Bus. 341. 3 Credits. Staff • This course includes the learning of a legal vocabulary and the taking and transcribing of legal dictation. The course is designed for secretarial students who desire specialized training in the legal field.

Bus. 341M-342M Medical Dictation and Office Procedures Continuous course; 3 lecture hours; prerequisite Bus. 341. 3-3 Credits. Staff • Medical vocabulary, dictation and office procedures for secretaries.

Bus. 343-344 Office Machines Continuous course; 5 laboratory hours; prerequisite: Bus. 101 and Bus. 145. 3-3 Credits. Staff • This course is designed to acquaint the student with all types of office machines and their appropriate use in business organizations of different sizes as well as to develop skill in the use of these machines.

Bus. 345 Advanced Typewriting Both semesters; 3 lecture hours; prerequisite: Bus. 245 or satisfactory completion of typewriting placement test. 3 Credits. Staff • Students develop maximum typewriting speed and accuracy for sustained periods of time. Advanced typewriting problems and production speed are emphasized.

Bus. 345L Typewriting Laboratory Both semesters; 2 laboratory hours. 1 Credit. Staff • The application of an advanced typewriting skill to selected typewriting problems. To be taken only in conjunction with Bus. 345 or with approval of head of the department.

Bus. 349 Office Procedures Both semesters; 3 lecture hours. 3 Credits. Lee • This course for secretarial students is designed to provide a knowledge of duties and correct office procedures required by an efficient business organization.

Bus. 351, 352 Supervised Work Experience Semester courses; 15 laboratory hours. 3-3 Credits. McGinty • Part-time work is required in some phase of business. Students work 15 hours or more per week in business under supervision and are paid wages at standard rates. The coordinator visits the student's "on the job" supervisor at regular intervals. Maximum of 6 credits of Work Experience is permitted. Open only to full-time students in the School of Business.

Bus. 353 Introduction to Business Teaching First semester; 3 lecture hours. 3 Credits. Tucker • This course provides a detailed examination of the principles and problems of business education on the secondary level.

Bus. 360 Basic Data Processing Principles Both semesters; 3 lecture hours. 3 Credits. Staff • This is a course in functional wiring principles. It includes the teaching of basic punched card machine concepts, principles of card reading, card punching, printing, counters, selectors, and storage devices. This course does not involve actual machine operation, but teaches machine theory.

Bus. 401-402 Cost Accounting Continuous course; 3 lecture hours; prerequisite: Bus. 203-204. 3-3 Credits. Staff • In this course students study the principles of job order and process cost accounting and the special problems relating to job order and process cost accounting.

Bus. 403-404 Advanced Accounting Continuous course; 3 lecture hours; prerequisite: Bus. 303-304. 3-3 Credits. Staff • This advanced course presents problems in parent and subsidiary accounting, consolidated balance sheets and income statements, consolidations and mergers, insurance; statement of affairs, statements of realization and liquidation, and estates and trusts.

Bus. 405 Tax Accounting First semester; 3 lecture hours; prerequisite: Bus. 203-204. 3 Credits. Staff • After a survey of the development of income tax legislation and of the concept of taxable income, this course examines in detail the present Federal Income Tax Law and develops the accounting principles and procedures involved in the preparation of tax returns for individuals and corporations.

Bus. 406 Auditing Second semester; 3 lecture hours; prerequisite: Bus. 403-404. 3 Credits. Staff • The work of the public accountant in investigating, interpreting, and appraising accounting records is studied. An analysis of the accuracy, appropriateness, and soundness of the accounting principles employed is made in order that one may be able to apply the methods and procedures followed in conducting an audit.

Bus. 408 C.P.A. Problems Second semester; 3 lecture hours; prerequisite: Bus. 403-404. 3 Credits. Staff • This course presents an intensive analysis of the theory and practice of accounting through the solution and discussion of C.P.A. examination problems.

Bus. 409 Governmental Accounting First semester; 3 lecture hours; prerequisite: Bus. 203-204. 3 Credits. Staff • Accounting principles and procedures pertaining to governmental agencies; governmental classification of receipts and expenditures; preparation of reports; budgeting and operation of fund accounts.

Bus. 410 Advanced Tax Accounting Second semester; 3 lecture hours; prerequisite: Bus. 405. 3 Credits. Freasier • Materials are carefully selected to present complex tax problems common to the sole proprietorship, partnership, and corporation. Particular emphasis is given to advanced tax problems peculiar to the corporation.

Bus. 411 Corporation Finance First semester; 3 lecture hours; prerequisite: Bus. 203-204. 3 Credits. Staff • This course covers the fundamental principles of business finance as it applies to the corporate form of business organization. Included are such topics as promotion, sale of stocks and bonds; working capital, surplus, and dividend policies; consolidations; and reorganizations.

Bus. 412 Statistical Method Second semester; 3 lecture hours; prerequisite: Bus. 301. 3 Credits. Staff • Course includes additional study of sampling and probability. Other topics include tests of significance, correlation, index number construction, and chi-square as these topics have application to business and economic problems.

Bus. 414 Accounting Seminar Second semester; 3 lecture hours; prerequisites: Bus. 304 and 6 semester hours in accounting on the junior or senior level. 3 Credits. Staff • Current periodical literature provides the framework for detailed study; oral and written reports.

Bus. 415 Investments Second semester; 3 lecture hours; prerequisite: Bus. 411 or permission of instructor. 3 Credits. Staff • This course is designed to acquaint the student with the characteristics of the various types of investment securities, the organization and operation of the securities markets, sources of financial information, and the principles and problems of investment management.

Bus. 422 Real Estate Second semester; 3 lecture hours; prerequisite: Econ. 201-202 or permission of instructor. 3 Credits. Staff • This course is designed to present the economic factors influencing the real estate business and to afford information regarding principles it follows. Subjects considered include contracts, deeds, valuation, financing and development of sub-divisions.

Bus. 423 Insurance First semester; 3 lecture hours; prerequisite: Econ. 201-202 or permission of instructor. 3 Credits. Staff • The objectives of this course are to aid in understanding fundamentals of insurance and to show their application to problems. Subjects included are kinds of life insurance policies, fire and casualty insurance, bonding, workmen's compensation, and rate systems.

Bus. 432 Industrial Management Second semester; 3 lecture hours; prerequisite: Econ. 201-202 and Bus. 232 or permission of instructor. 3 Credits. Staff • The objective of this course is to analyze the problems of the industrial manager, including plant location, planning of factory buildings, materials handling and control, inspection, and supervision.

Bus. 435 Seminar in Personnel Management First semester; 3 lecture hours; prerequisite: Business 331 or permission of instructor. 3 Credits. Staff • A critical study of selected problems in personnel management.

Bus. 436 Credits and Collections Second semester; 3 lecture hours; prerequisite: Bus. 203-204. 3 Credits. Staff • This course is concerned primarily with the problems and techniques involved in mercantile credit management. Topics presented include the use of credit instruments, functions and duties of the credit manager, sources of credit information, financial statement analysis, and the use of various aids for the collection of slow accounts.

Bus. 438 Office Management Both semesters; 3 lecture hours. 3 Credits. Staff • The objectives of the course are to study the planning and installing of correct office methods and systems; securing effective correspondence and stenographic work; improving mailing, filing, and duplicating methods; preparation of reports; office problems of special departments; and employee supervision and control.

Bus. 453 Teaching Bookkeeping and Basic Business First semester; 3 lecture hours. 3 Credits. Staff • This course is designed for prospective teachers of bookkeeping, general business arithmetic, and other basic business subjects. It encompasses methods of teaching these subjects and a survey of currently used textbooks and available resource material.

Bus. 454 Teaching Laboratory Both semesters; 2 laboratory hours. 1 Credit. Tucker • As a pre-student teaching experience, students will have an opportunity to observe good teaching and to get preliminary practice in teaching. To be taken concurrently with Bus. 453 or Bus. 455.

Bus. 455 Teaching Secretarial Subjects Second semester; 3 lecture hours. 3 Credits. Tucker • This course is designed for prospective teachers of shorthand, typewriting, and office practices. It encompasses methods of teaching these subjects and a survey of currently used textbooks and available resource material.

Bus. 456 Teaching Seminar Both semesters; 1 lecture hour. 1 Credit. Tucker. • This course is designed to deal with the practical problems which arise during the student teaching experience. Only students who are enrolled in Educ. 436 may register for this course.

Bus. 460 Data Processing Systems and Methods Second semester; 3 lecture hours; prerequisite: Bus. 360. 3 Credits. Staff • This is a course for management or supervisory personnel, and those interested in a broader concept of integrated data processing. Applications are made to payroll, accounts receivable and payable, manufacturing control, retail store accounting, insurance, and other types of business operation.

Bus. 461-462 Unit Record Equipment Continuous course; 3 lecture hours for Business Education majors and business teachers only. 3-3 Credits. • This course is designed to provide a working knowledge of unit record equipment including the card punch, sorter, interpreter, collator, reproducing punch, and accounting machine. Laboratory exercises involving planning for and wiring the equipment will be completed.

Bus. 463-464 Digital Computer Programming Continuous course; 3 lecture hours for Business Education majors and business teachers only. 3-3 Credits. Staff • The basic concepts of digital computers will be developed in this course. All computer devices and techniques will be discussed. A basic business computer language will be taught and used to solve business problems. Laboratory exercises involving planning for and writing programs for the equipment will be completed.

Bus. 499 Management Seminar Second semester; three lecture hours; Senior standing in business management or consent of instructor. 3 Credits. Staff • A critical analysis of the management concept.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate courses listed below are offered in the evening *only*. See the Evening College bulletin for complete information. Course descriptions for required Evening College courses are included in this bulletin.

Bus. 001E Remedial Mathematics No Credit.

Bus. 061E Functional Wiring Principles No Credit.

Bus. 0241E Refresher Beginning Shorthand No Credit.

Bus. 0242E Refresher Intermediate Shorthand No Credit.

Bus. A203E-B203E Principles of Accounting 2, 2 Credits.

Bus. A204E-B204E Principles of Accounting 2, 2 Credits.

Bus. 315E Personal and Family Finance 3 Credits.

Bus. 347E-348E Medical Office Procedures 2, 2 Credits.

Bus. 371E Motion and Time Study Techniques 3 Credits.

Bus. 407E Purchasing: Industrial, Commercial, & Institutional 3 Credits.

Bus. 410E Advanced Tax Accounting 3 Credits.

Bus. 416E Investments and Financial Analysis 3 Credits.

Bus. 425E Real Estate Appraisal and Investment 3 Credits.

Bus. 427E Labor Law 3 Credits.

Bus. 428E Advanced Labor Law 3 Credits.

Bus. 431E/Psych. 431E Industrial Safety 3 Credits.

Bus. 433E Job Evaluation 3 Credits.

Bus. 434E Production Planning Economics 3 Credits.

Bus. 439E, 440E Business Systems and Procedures 3, 3 Credits.

Bus. 443E-444E Specialized Office Machines I and II 2, 2 Credits.

Bus. 448E-449E Professional Secretarial Training 3, 3 Credits.

Bus. 450E Secretarial Accounting 3 Credits.

Bus. 468E-469E Programming Core Storage Machines (1401) 3, 3 Credits.

Bus. 470E/Educ. 470E Research Methods 3 Credits.

Bus. 471E/Educ. 471E Research Designs 3 Credits.

Graduate Courses (500 and above)

The courses listed below are for graduate students only. See the Graduate School bulletin for complete details pertaining to graduate work.

Bus. 601 Theory of Accounting 3 Credits.

Bus. 602 Administration of Accounts 3 Credits.

Bus. 603 Advanced Tax Accounting 3 Credits.

Bus. 611 Improvement of Instruction in Typewriting 3 Credits.

Bus. 612 Improvement of Instruction in Shorthand 3 Credits.

Bus. 613 Improvement of Instruction in Bookkeeping and Basic Business 3 Credits.

Bus. 614 Readings in Business Education 3 Credits.

Bus. 615 Coordinated Business Experience 6 Credits.

Bus. 616 Workshop for Vocational Training Coordinators 1 Credit.

Bus. 621 Applied Security Analysis 3 Credits.

Bus. 622 Investment Management 3 Credits.

Bus. 631 Advanced Labor Law 3 Credits.

Bus. 641 Organization Theory 3 Credits.

Bus. 642 Business Policy 3 Credits.

Bus. 643 Office Systems and Procedures 3 Credits.

Bus. 644 International Business Management 3 Credits.

Bus. 645 Operations Research 3 Credits.

Bus. 650 Guided Study in Business 1, 2, or 3 Credits.

Bus. 701 Thesis in Business 3 Credits.

Bus. 703 Field Project

COURSES IN ECONOMICS

Econ. 201-202 Principles of Economics Continuous course; 3 lecture hours. 3-3 Credits. Staff • A course designed to acquaint the student with a theoretical and practical understanding of the economic institutions and problems of the American economy.

Econ. 203 Introduction to Economics Both semesters; 3 lecture hours. 3 Credits. Staff • A survey of economic principles, institutions, and problems in the United States. The course is designed to provide basic economic understanding for students who do not expect to take additional economics courses.

Econ. 301 Intermediate Economics First semester; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. Dill • With the understandings developed in Econ. 201-202 as its base, this course provides a more detailed analysis of value, wage, income and growth theories.

Econ. 306 Public Finance Both semesters; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. C. Ferguson • A survey of the principles, practices, and problems of public finance; the nature and growth of government expenditures; the nature and effects of various types of taxes; fiscal policy and administrations; and the public debt and its impact on the economy.

Econ. 307 Money and Banking Both semesters; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. Lumpkin • A study of money; its nature, its issuance, and its control. Emphasis is on the institutional aspects of our monetary structure, especially the role of the banking system in the creation of money and of the Federal Reserve System in the control of the money supply.

Econ. 308 Economic Geography Second semester; 3 lecture hours. 3 Credits. C. Ferguson • A study of the world's important agricultural and mineral resources dealing principally with factors controlling regional distribution, production, transportation, and consumption.

Econ. 309 International Trade First semester; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. Lumpkin • This course analyzes the fundamentals of world trade, the significance of economic and geopolitical influence on exports and imports, and problems and policies relating to foreign investment.

Econ. V312-V322 Principles of Economics First and second quarters; 3 lecture hours. 3-3 Credits. Dill • For students of engineering. See description for Economics 201-202.

Econ. 319 Economic History of the United States Second semester; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. C. Ferguson • This course identifies and analyzes the various economic factors that have contributed to the development of the American economy from the colonial period to the present time.

Econ. 320 Economic History of Europe First semester; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. C. Ferguson • The purpose of this course is to give the student a broader basis for understanding current European problems by analyzing the economic factors which have contributed over the past century or more to their development.

Econ. V329 Labor Economics Third quarter; 3 lecture hours. 3 Credits. Dill • For students of engineering. See description for Econ. 431.

Econ. 402 Business Cycles and Forecasting Both semesters; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. Lumpkin • This course examines the nature of cyclical and other types of variations in economics activity; the measurement of economic fluctuations; analysis of the critical aspects of business cycle theory; control of business cycles; and business forecasting techniques.

Econ. 407 Monetary Theory Second semester; 3 lecture hours; prerequisite: Econ. 307. 3 Credits. Lumpkin • A study of the influences of monetary changes on economic activity and the exercise of monetary policy by the Federal Reserve System to influence economic developments, particularly as they relate to business cycle fluctuations, to economic growth, and to the stability of the price level.

Econ. 409 International Economics Second semester: 3 lecture hours; prerequisite: Econ. 309. 3 Credits. Lumpkin • A study of the theories of international trade and financial relationships with emphasis on the contribution of these theories to solution of current international economic problems.

Econ. 421 Government and Business Both semesters; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. C. Ferguson • The main purpose of this course is to study the many ways in which business and economic life are directed by government. Topics covered include the economics of monopoly power; the antitrust laws, and their application and enforcement.

Econ. 431 Labor Economics Both semesters; 3 lecture hours; prerequisite: Econ. 201-202. 3 Credits. Edwards • The objective of this course is to acquaint the student with the nature and causes of labor-management problems in the United States. Subjects included are the historical background of labor movements, theories of labor movements, wage theories, theories of employment, labor legislation, collective bargaining.

Graduate Courses (500 and above)

The courses listed below are for graduate students only. See the Graduate School Bulletin for complete details pertaining to graduate work.

Econ. 601 Contemporary Economic Problems 3 Credits.

Econ. 602 Comparative Economic Systems 3 Credits.

Econ. 603 History of Economic Thought 3 Credits.

COURSES IN MARKETING

Mark. 111 Principles of Marketing Both semesters; 3 lecture hours. 3 Credits. Staff • A study of the principles, methods, and problems involved in distributing goods and services to consumers and industrial users.

Mark. 211 Wholesaling Second semester; 3 lecture hours; prerequisite: Mark. 111. 3 Credits. Staff • A study of distribution from the wholesaler's point of view including problems of plant location, inventory control, warehousing, and traffic management, and private carriage.

Mark. 311 Marketing Functions and Problems Both semesters; 3 lecture hours. 3 Credits. Staff • A study involving the managerial aspects of the marketing system by which products and services are planned, priced, promoted, and distributed.

Mark. 321E, 322E. Food Distribution Semester courses; 3 lecture hours; prerequisite: Mark. 111 or permission of instructor. 3, 3 Credits. Staff • Provides information about the specific practices and problems of businesses engaged in the wholesale and retail distribution of food.

Mark. 324E. Sales Management Second semester; 3 lecture hours. 3 Credits. Lyman • Operation of a sales organization in a manufacturing or wholesaling business. Study and analysis of the work of salesmen, supervisors, branch managers and staff assistants. Assignment of responsibilities for selection of sales force; equipment and training of salesmen; territories and routes; compensation; sales control; sales promotion; relation of sales managers to other department heads.

Mark. 326 Principles of Transportation Second semester; 3 lecture hours. 3 Credits. Ferguson • Impact of intercity transportation systems on society. Emphasis on modal differences in development, economic characteristics, and regulation.

Mark. 403 Market Analysis First semester; 3 lecture hours; prerequisite: Math. 103-104, Mark. 111. 3 Credits. Staff • Quantitative and qualitative analysis of market structures and their uses in planning and evaluating sales potentials and quotas, sales territories, warehouse location, sales cost and other marketing activities.

Mark. 409E-410E Sales Promotion by Manufacturers and Media Semester courses; 3 lecture hours. 3, 3 Credits. Fouts • Describes and analyzes sales promotion on three distinct levels: between a manufacturer, his distributors and dealers; contact between a manufacturer and the consumers of his products; activities within a company's own marketing division which supplement personal selling and advertising. Merchandising activities and aids of all media are covered. Prerequisite: Mark. 409E or equivalent for Mark. 410E.

Mark. 412. Introduction to Marketing Research Second semester; 3 lecture hours. 3 Credits. Faber • Research methods and techniques for use in distributive businesses. Analysis of specific problems gives practice in the application of these methods.

Mark. 414 Buying and Selling in World Markets Semester course; 3 lecture hours. 3 Credits. Staff • An exploration of the practices of buying and selling of U. S. products in foreign markets and the buying and selling of foreign products in the U. S. market. Marketing points of view, market conditions, policies and practices are considered in relation to the basic buying and selling process.

Mark. 418E Seminar in Economic and Social Aspects of Advertising Second semester; 2 lecture hours. 2 Credits. McFee • An examination of the role of advertising in modern life in America in light of historical and recent developments in advertising and distribution.

Mark. 420. Trends in Distribution Second semester; 3 lecture hours. 3 Credits. Wellman • Presentation, discussion and interpretation of current trends in distribution as a result of student research in current professional literature and in accepted business practices.

Mark. 427. Marketing Management Second semester; 3 lecture hours; prerequisite: Mark. 111, Econ. 201-202, or permission of the instructor. 3 Credits. Bowles • A study of marketing from the management viewpoint. The student learns to apply the principles and theory to the making of management decisions in all of the marketing areas. The case method is used in teaching this course.

Mark. 428 Marketing Seminar Second semester; 3 lecture hours. 3 Credits. Staff • A reading and research course dealing with problems of marketing, advertising, and retailing in which the student is able to study problems of special interest to him and present oral and written research analyses.

SCHOOL OF DISTRIBUTION

ADVERTISING

DISTRIBUTIVE EDUCATION

RETAILING

COOPERATIVE DISTRIBUTION PROGRAM

SCHOOL OF DISTRIBUTION

MARY LOUISE WELLMAN, Chairman, Faculty Committee

Donald Bowles / Vivian K. Ely / Bob R. Ferguson / Fay Honeycutt / E. Cofer Loomer / James R. Looney / Katheryn McGeary / Mark V. Miner / James P. O'Donnell / Mary Louise Wellman

Part-Time—J. Albert Faber

The School of Distribution has as its objective the preparation of men and women for careers in the broad field of distribution: retailing, advertising, wholesaling, and teaching Distributive Education. "Distribution" is defined by the Chamber of Commerce of the United States as the "term used in American business to embrace all the activities employed in finding customers for goods and services and in moving goods, geographically and through the channels of trade." More than a third of the employed persons in the United States are employed in "distributive occupations."

The School of Distribution is supported in part by federal and state funds as one division of the nation's three leading economic activities: agriculture, manufacturing, and distribution. It is the oldest school of its kind in the South and is in many respects unique. It has won national recognition and enjoys the interest and support of the American Collegiate Retailing Association, American Marketing Association, Advertising Federation of America, Council for Distributive Teacher Education, and other professional organizations.

The School offers three four-year programs, each of which leads to a Bachelor of Science degree. These programs are outlined in the following departments:

Advertising
Distributive Education
Retailing

The School offers a terminal Cooperative Distribution program designed for students who desire to obtain two years of professional preparation for positions in retailing, wholesaling, service or specialized types of work in distribution. The Associate in Science degree is awarded upon successful completion of this program.

As an integral part of the community service, the School of Distribution conducts a program of continuing education activities for employed adults in the field of distribution.

In cooperation with the State Department of Education, the School of Distribution directs and conducts research studies and the development of teaching materials for all areas of instruction in Distributive Education.

The graduate program leading to the Master of Science Degree in Distributive Education is described in the Graduate Bulletin, available upon request to the Director of Admissions.

ADVERTISING

JAMES R. LOONEY, Acting Head of the Department

Stephen R. Martin

James P. O'Donnell, Part-time

The department offers a four-year program leading to a Bachelor of Science degree in Advertising. It is presented for students preparing for careers in advertising departments of manufacturers and retailers, advertising agencies, advertising media and advertising service organizations. The program combines general education courses and professional courses in advertising, distribution and selected courses in journalism and business. General education courses that are emphasized include English, psychology, sociology and communication. The program is designed to help the student learn to advertise more effectively and more economically; to seek greater knowledge of markets and media, of who buys products and services and why; to seek a greater understanding of the power of advertising not only to sell but to persuade, convince and inform.

As an integral part of the curriculum highly specialized courses in advertising are offered by the department in cooperation with the leading advertisers, advertising agencies, newspapers, radio and television stations, and other advertising service organizations in the City of Richmond. These courses are generally conducted as part of the Evening College and are taught by executive personnel of business firms. (See Evening College Bulletin)

Curriculum in Advertising

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Adv. 101. Principles of Advertising -----	3	-
Adv. 103. Advertising Practice Workshop -----	-	3
Adv. 106. Advertising Production -----	-	3
Adv. 115, 116. Advertising Presentations -----	1	1
D. E. 106. Education for Distribution -----	-	1
Eng. 101-102. Composition and Literature -----	3	3
Fine Arts 101-102. Principles of Art -----	2	2
Mark. 111. Principles of Marketing -----	3	-
Ret. 107. Current Retailing Practices -----	-	1
Speech 121. Effective Speech -----	3	-
Physical Education -----	1	1
	<hr/> 16	<hr/> 15

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Adv. 201. Advertising Media Selection -----	3	-
Adv. 202. Basic Advertising Layout and Copy -----	-	3
Adv. 215, 216. Advertising Presentations -----	1	1
Eng. 201-202. Western World Literature -----	3	3
Journ. 203-204. News Reporting -----	3	3
Psych. 201-202. General Psychology -----	3	3
Ret. 215. Merchandising Information—Non-Textiles (Or Ret. 116, Mark. 321) -----	3	-
Elective -----	-	2
Physical Education -----	1	1
	<hr/>	<hr/>
	17	16
<i>Third Year</i>		
Adv. 303. Advanced Advertising Layout and Copy -----	3	-
Adv. 304. Advertising Message Workshop -----	-	3
Journ. 315. Publicity -----	3	-
Mark. 412. Introduction to Marketing Research -----	3	-
Psych. 324E. Psychology of Advertising -----	3	-
Ret. 410. Retail Sales Promotion (or Mark. 409E or Mark. 410E) -----	3	-
Soc. 201. General Sociology -----	-	3
Elective -----	-	9
	<hr/>	<hr/>
	15	15
<i>Fourth Year</i>		
Adv. 401-402. Advertising Campaigns I and II -----	3	3
Adv. 403-404. Advertising Seminar -----	3	3
Journ. 415. Public Relations -----	-	3
Approved electives in History and Political Science -----	3	3
Elective -----	6	3
	<hr/>	<hr/>
	15	15

The following courses are recommended as electives for Advertising majors:

- Bus. 121. Introduction to Business (3)
- Bus. 145. Beginning Typewriting (3)
- Bus. 232. Business Organization and Management (3)

- Bus. 331. Personnel Management (3)**
- Bus. 360. Basic Data Processing Principles (3)**
- F. A. 103-104. Art History, General (3), (3)**
- Journ. 300 Basic Photography, Journalism (3)**
- Journ. 308 Communication Law (3)**
- Journ. 313, 314, 413, 414. Proscript Laboratory (2), (2), (2), (2)**
- Mark. 311 Marketing Functions and Problems (3)**
- Mark. 321E, 322E. Food Distribution (3), (3)**
- Mark. 324E. Sales Management (3)**
- Mark. 409E, 410E. Sales Promotion By Manufacture and Media (3)**
- Mark. 418E. Seminar in Economic and Social Aspects of Advertising (2)**
- Mark. 427. Marketing Management (3)**
- Ret. 116. Merchandise Information—Textiles (3)**
- Ret. 205. Principles of Salesmanship (3)**
- Ret. 209. Display (3)**
- Ret. 215. Merchandise Information—Non-Textiles (3)**
- Ret. 302. Personnel Administration (3)**
- Ret. 317. Fashion Trends and Coordination (3)**
- Ret. 425. Retail Finance and Control (3)**

Also recommended as electives in the Advertising Curriculum are courses in any of the following areas: Art, Education, English, Economics, History, Philosophy, Political Science, Psychology, Religion, Sociology, Speech.

DISTRIBUTIVE EDUCATION

VIVIAN K. ELY, Acting Head of the Department

Part-Time—Kay B. Brown / John Perreault

The department offers a program combining general education, specialization in distribution, and professional education for careers in Distributive Education, leading to the Bachelor of Science degree in Distributive Education. Requirements for the degree include qualifications for the Collegiate Professional Certificate issued by the Virginia Division of Teacher Education and Certification. Programs may be adjusted to meet requirements for certification in other states.

The program is designed for men and women whose special career interest is in personnel and in teaching, marketing, and merchandising to high school, post high school, and adult students. Those enrolled in Distributive Education achieve competency in the field of distribution through courses in the Departments of Advertising and Retailing and through work experience at both sales and supervisory levels. Professional education is provided for in courses which present the methods and materials of teaching in Distributive Education and in student teaching. Generally, students who have completed two years of college in a specialized or arts and sciences sequence can complete minimum degree requirements in an additional two years of study.

The Department of Distributive Education coordinates its activities with the Distributive Education Service of the State Board of Education. The steady growth and development of Distributive Education has created increasing opportunities for teachers in this field. Scholarships are offered by the Virginia State Board of Education for those students preparing to teach in Distributive Education.

Curriculum in Distributive Education

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Adv. 101. Principles of Advertising -----	-	3
Biol. 101-102. General Biology (or elective in Lab Science)	4	4
D. E. 105, 106. Education for Distribution -----	1	1
Eng. 101-102. Composition and Literature -----	3	3
Fine Arts 101-102. Principles of Art (or F.A. 103-104) --	2	2
Mark. 111. Principles of Marketing -----	3	-
Ret. 205. Principles of Salesmanship -----	-	3
Ret. 215. Merchandising Information—Non-Textiles (or Ret. 116, Mark. 321, Mark. 322) -----	3	-
Physical Education -----	1	-
	17	16
<i>Second Year</i>		
Eng. 201-202. Western World Literature -----	3	3
Hist. 201, 202. American History -----	3	3
Psych. 201. General Psychology -----	3	-
Ret. 206. Mathematics of Distribution I (or Math. elective)	3	-
Ret. 209. Display -----	3	-
Ret. 220. Procedures in Store Operation -----	-	3
Ret. 307. Mathematics of Distribution II -----	-	3
Soc. 201. General Sociology -----	-	3
	15	15

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
D. E. 402. Organization and Philosophy of Distributive Education -----	-	3
Econ. 203. Introduction to Economics -----	3	-
Educ. 407. Audio-Visual Education -----	-	3
H. E. 305. School and Community Hygiene -----	3	-
Psych. 305. Educational Psychology (or Psych. 302, Psych. 309) -----	-	3
Ret. 302. Personnel Administration -----	-	3
Ret. 318. Ret. Buying Procedures -----	-	3
Ret. 410. Retail Sales Promotion -----	3	-
Speech 308. Speech for Teachers -----	3	-
Electives -----	3	-
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
D. E. 401. Supervision and Human Relations -----	3	-
D. E. 405. Methods of Cooperative Training -----	3	-
D. E. 412. Introduction to Marketing Research -----	-	3
D. E. 413. Supervised Adult Teaching -----	1	-
Educ. 436. Supervised Teaching—Secondary -----	-	5
Mark. 420. Trends in Distribution -----	-	3
Mark. 427. Marketing Management -----	-	3
Ret. 407. Directed Retailing and Marketing Experience -----	3	-
Ret. 409. Directed Executive Training -----	2	-
Ret. 421. Small Business Management -----	-	3
Ret. 426. Merchandising -----	3	-
	<hr/> 15	<hr/> 17

During the summer preceding the senior year all students are required to complete a minimum of three hundred hours work experience in sales or sales-supporting activities. Arrangements for employment are made by the student but must be approved by the department. Admission to the senior year is based on satisfactory job rating and acceptable completion of an assignment related to the work experience.

During the pre-Christmas period seniors spend approximately two hundred hours in a full-time position requiring responsibilities above the selling level. All arrangements for this work are made by the department in order to give the student the training he needs. Junior executive trainee wages are paid by co-operating businesses. Employment is through December 24.

In the fall semester seniors are assigned as assistants to adult Distributive Education instructors and also conduct training classes for those seeking Christmas employment in Richmond. In the spring semester they are assigned for six weeks, full-time, to Distributive Education programs in the state and train under the direct supervision of the teacher-coordinator in charge. Students bear their own expenses, but financial help is available to them if they agree to teach in Virginia for at least one year.

In January of the senior year students have the opportunity to accompany faculty members to New York to attend the convention of the National Retail Merchants Association. Appointments in the wholesale market, stock market, buying offices, and other businesses of interest to students planning to teach distribution are included. The cost of this trip is borne by the students.

RETAILING

MARY LOUISE WELLMAN, Head of the Department

Donald Bowles / Kathryn McGeary / Mack V. Miner

Part-Time—Dean Dowdy / J. Albert Faber / Fay Honeycutt

The purpose of this program is to prepare young men and women for positions at the executive level in large and small stores. The curriculum is designed to train for work in the following major areas of stores: buying, store management, control, sales promotion and personnel. Course offerings provide studies in theories plus current and realistic practices. Store executives and other Richmond business men are frequently invited as guest speakers in courses. Many field trips are planned as extensions of class work.

Work experience is not required in the four-year retailing program until the end of the junior year. Then, in progressively organized, required work periods, the student is given a variety of store experiences, each closely coordinated with classroom work. (See section following the curriculum listing for particulars.)

Most students who have satisfactorily completed two years in an accredited college, either in general education or in retailing, can fulfill the requirements for a degree in retailing by completing an additional two years' work. Students who hold a bachelor's degree in liberal arts or business administration may work toward an Advanced Certificate in Retailing. A one-year program can be arranged with concentration on retailing subjects, taking into consideration the academic background and work experience of the individual student.

Curriculum in Retailing

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Adv. 101. Principles of Advertising	-	3
Eng. 101-102. Composition and Literature	3	3
Fine Arts 101-102. Principles of Art	2	2
Mark. 111. Principles of Marketing	3	-
Speech 121. Effective Speech	3	-
Electives in history, political science, or sociology	3	3
Professional elective	-	3
Physical Education	1	1
	<hr/> 15	<hr/> 15
<i>Second Year</i>		
Econ. 201-202. Principles of Economics	3	3
Eng. 201-202. Western World Literature	3	3
Ret. 205. Principles of Salesmanship	3	-
Ret. 220. Procedures in Store Operation	-	3
Ret. 307. Mathematics of Distribution II	-	3
Professional electives	3	-
Electives in psychology	3	3
Physical Education	1	1
	<hr/> 16	<hr/> 16
<i>Third Year</i>		
Bus. 321-322. Managerial Accounting for Retailing	3	3
Ret. 302. Personnel Management	-	3
Ret. 318. Retail Buying Procedures	-	3
Ret. 410. Retail Sales Promotion	3	-
Professional electives	3	3
Electives in science	3	3
Elective in other general education course	3	-
	<hr/> 15	<hr/> 15

	Credits	
	1st Sem.	2nd Sem.
<i>Fourth Year</i>		
Mark. 412. Introduction to Marketing Research -----	-	3
Mark. 420. Trends in Distribution -----	-	3
Mark. 427. Marketing Management -----	-	3
Ret. 401. Human Relations and Supervision -----	3	-
Ret. 405. Retail Training Methods -----	3	-
Ret. 407. Directed Retailing and Marketing Experience --	3	-
Ret. 409. Directed Executive Training -----	2	-
Ret. 413. Supervised Adult Teaching -----	1	-
Ret. 416. Retail and Marketing Research Project -----	-	5
Ret. 421. Small Business Management -----	-	3
Ret. 426. Merchandising -----	3	-
	<hr/> 15	<hr/> 17

A total of 12 credits must be taken from among the following courses in professional electives:

- Adv. 115, 116. Advertising Presentations (1, 1)
- Adv. 215, 216. Advertising Presentations (1, 1)
- D. E. 106. Education for Distribution (1)
- Mark. 211. Wholesaling (3)
- Mark. 321E, 322E. Food Distribution (3, 3)
- Mark. 324E. Sales Management (3)
- Mark. 414. Buying and Selling in World Markets (3)
- Mark. 426. Principles of Transportation
- Ret. 107. Current Retailing Practices (1)
- Ret. 116. Merchandise Information—Textiles (3)
- Ret. 206. Mathematics of Distribution I (3)
- Ret. 209. Display (3)
- Ret. 215. Merchandise Information—Non-Textiles (3)
- Ret. 317. Fashion Trends and Coordination (3)
- Ret. 425. Retail Finance and Control (3)

Selected courses in Advertising, Business, Fashion Design, Interior Design with the approval of the advisor.

A student transferring to the Department of Retailing must take a minimum of six credits in professional electives. However, the transfer student must also have earned an additional six credits in courses in the fields of general education, business, interior design, fashion, or other courses approved by the Head of the Department. These six credits are in addition to the thirty-four credits in courses in general education in the areas indicated by the electives listed in the retailing curriculum.

During the summer preceding the senior year, all students are required to complete a minimum of two months of work experience in sales or sales-supporting activities.

During the pre-Christmas period seniors spend a minimum of six weeks in a full-time position requiring supervisory responsibilities. All arrangements for this supervisory work are made by the department to give the student the training he needs as an individual. Junior executive trainee wages are paid by the cooperating stores. Employment is through December 24. An attempt is made in placing students in the two senior work periods to give experiences in a variety of jobs.

In the spring semester, seniors are assigned by the department for six weeks of full-time research on store problems. Richmond stores request investigations of some of their current problems, and assignments are made on the basis of student interest, ability and experience. Students are not paid for this research by the stores since it is considered to be part of their educational experience.

In January of the senior year students are taken by faculty members to New York to attend the convention of the National Retail Merchants Association. Appointments in the wholesale market, at magazine, buying offices, and other businesses of career interest to students in distribution are included. The cost of this trip, about \$150, is paid by the students.

COOPERATIVE DISTRIBUTION

BOB R. FERGUSON, Coordinator

James Strickland

The Cooperative Distribution Program is a two-year program designed for high school graduates who have the aptitude and interest to prepare for middle-management, supervisory, or specialized careers in distributive businesses. The program provides technical and professional classroom instruction coordinated with directed occupational experiences in retailing, wholesaling, or service occupations.

The student has a choice of two plans of study in the Cooperative Distribution Program—the Semester Plan and the Summer-Semester Plan. Under the Semester Plan, students follow a regular class schedule and work a minimum of 500 hours on a part-time basis from September through May. Under the Summer-Semester Plan, the students attend classes during the summer for a period of nine weeks from mid-June to mid-August. During the four-month period from September to December, students receive their directed occupational experience on a full-time basis and then follow a regular class schedule from January through May. The department also offers an Associate Degree through the Evening College for students who are employed full time.

According to the students' career interests, aptitudes, and previous work experience, the coordinator of this program guides and advises the students in curriculum planning, job placement, and progress at school and on the job. All students must complete a core program of required general education and distribution courses along with specialized professional courses selected by each student to meet his personal career objective.

Curriculum in Cooperative Distribution

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Adv. 101. Principles of Advertising -----	-	3
Dist. 107. Principles of Salesmanship -----	5	-
Dist. 108. Principles of Marketing -----	-	5
Eng. 101-102. Composition and Literature -----	3	3
Fine Arts 101-102. Principles of Art -----	2	2
Speech 121. Effective Speech -----	3	-
Restricted Electives -----	2	2
	<hr/>	<hr/>
	15	15
<i>Second Year</i>		
Dist. 207. Personnel Techniques in Distribution -----	5	-
Dist. 208. Organization and Operation -----	-	5
Econ. 203. Introduction to Economics -----	3	-
Psych. 201. General Psychology -----	3	-
Ret. 116 or 215. Merchandise Information -----	3	-
Ret. 206. Mathematics of Distribution I -----	-	3
Restricted Electives -----	1	7
	<hr/>	<hr/>
	15	15

COURSES IN ADVERTISING

Adv. 101 Principles of Advertising Both semesters; 3 lecture hours. 3 Credits. Staff • A survey of all forms of advertising; principles of layout; copy; production methods; campaign preparation; media selection.

Adv. 103 Advertising Practice Workshop Second semester; 3 lecture hours. 3 Credits. O'Donnell • Students practice with advertising layout, production, and media problems, employing procedures used in an advertising agency or office.

Adv. 106 Advertising Production Second semester; 3 lecture hours. 3 Credits. O'Donnell • Various production methods are studied to determine their specific applications to advertising material. Field trips to production plants are included.

Adv. 115, 215/116, 216 Advertising Presentations Semester courses; 1 lecture hour. 1-1 Credits. O'Donnell • Specific presentations by professional men and women from advertising agencies, advertising media, advertisers, and advertising supply houses. Subject matter consists of advertising materials by retail and manufacturing firms.

Adv. 201 Advertising Media Selection First semester; 3 lecture hours. 3 Credits. Staff • A study of media terminology and mathematics, including an analysis of retail and general rate structure in all media.

Adv. 202 Basic Advertising Layout and Copy Second semester; 3 lecture hours. 3 Credits. Looney • Principles of layout and copy and their inter-dependence; problems in the preparation of layout and copy with emphasis on layout.

Adv. 303 Advanced Advertising Layout and Copy First semester; 3 lecture hours. 3 Credits. Looney • Continuation of a unified approach that combines layout and copy in the preparation of advertisements; problems in the planning and preparation of advertisements with emphasis on copy.

Adv. 304 Advertising Message Workshop Second semester; 3 lecture hours. 3 Credits. Looney • Application of principles and techniques of advertising in periodical, broadcast, sign and direct media; problems in the preparation of national, retail, trade and industrial copy and layout. This course may be taken only with the approval of the instructor. All other advertising majors must take an approved elective advertising course.

Adv. 315-316 Advertising Presentation Methods Continuous course; 2 lecture hours. 2-2 Credits. O'Donnell • An application of the methods presented in Adv. 215-216. Each student completes one or more presentations each semester. The course is given in alternate years for upper classmen only.

Adv. 401-402 Advertising Campaigns I and II Continuous course; 3 lecture hours. 3-3 Credits. O'Donnell • Campaigns will be evaluated, and each student will plan one or more campaigns.

Adv. 403-404 Advertising Seminar Continuous course; 1 lecture and 12 laboratory hours. 3-3 Credits. O'Donnell • Opportunities for obtaining first-hand experience related to advertising will be provided. The student will be expected to prepare a detailed written report of his experience.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate courses listed below are offered in the evening *only*. See the Evening College bulletin for complete information.

Adv. 301E Advertising Media Selection Workshop 3 Credits.

Adv. 311E-312E Retail Advertising Layout and Production 3-3 Credits.

Adv. 313E-314E Television Promotion and Merchandising 3-3 Credits.

Adv. 405E Direct Mail Principles 3 Credits.

Adv. 421E Tourist Advertising

COURSES IN DISTRIBUTIVE EDUCATION

D. E. 105-106 Education for Distribution Semester courses; 1 lecture hour. 1, 1 Credits. Ely • First semester designed for Distributive Education majors only. Developments in vocational education and federal legislation affecting the field of distribution; the Distributive Education program in Virginia; organization, history, and professionalism of Distributive Education. Second semester designed for Retailing and Advertising majors. Developments in education for the field of distribution; institutions and associations which offer training in distribution; the Distributive Education program in Virginia; career opportunities and requirements in Distributive Education.

D. E. 401 Supervision and Human Relations First semester; 3 lecture hours. 3 Credits. McGeary • A study of human problems in management including acceptance of individual differences; the supervisor and his job; principles of delegation, control and coordination; morale and lines of communication. Case studies, decision making, and the "in-basket" techniques are included.

D. E. 402 Organization and Philosophy of Distributive Education Second semester; 3 lecture hours. 3 Credits. Ely • Objectives of distributive education in terms of philosophy of education and program operation. The job of the teacher-coordinator, the cooperative method, curriculum, coordination techniques, and public relations. Implications of new vocational legislation.

D. E. 405 Methods of Cooperative Training First semester; 3 lecture hours. 3 Credits. Ely • The techniques of individual and group training applied to the teaching of high school, post high school, and adult employees in distribution. Practice is given in the preparation of teaching outlines, demonstration teaching, and the application of content to students' jobs.

D. E. 412 Introduction to Marketing Research Second semester; 3 lecture hours. 3 Credits. Ely • Research methods and techniques for use in distribution and in coordinating distributive education programs.

D. E. 413 Supervised Adult Teaching First semester; 1 lecture hour. 1 Credit. Ely • Students observe and assist in classes for adults regularly employed in distribution and conduct orientation classes for part-time employees. Psychological factors in adult teaching; the development of adult education.

Graduate Courses

The courses listed below are for graduate students *only*. See the Graduate School Bulletin for complete details pertaining to graduate work.

- D. E. 601 Improvement of Instruction** 2 Credits.
- D. E. 602 Philosophy and Administration of Distributive Education** 2 Credits.
- D. E. 603 Research in Distributive Education** 2 Credits.
- D. E. 604 Areas of Distribution** 2 Credits.
- D. E. 605 Effective Communication** 2 Credits.
- D. E. 606 Techniques of Coordination** 2 Credits.
- D. E. 608 Adult Education** 2 Credits.
- D. E. 610 Supervisory Leadership in Distributive Education** 2 Credits.
- D. E. 611 Directed Study—Reading** 3 Credits.
- D. E. 612 Directed Research** 3 Credits.

COURSES IN COOPERATIVE DISTRIBUTION

Dist. 107 Principles of Salesmanship First semester; 3 lecture hours and occupational training. 5 Credits. Staff • Effective selling techniques, careers in selling, selling and the economy, and selling ethics are discussed and related to the student's directed occupational experience. The student is required to give a number of sales demonstrations in class in order to show his ability to conduct a sales transaction. A minimum of 250 hours employment.

Dist. 108 Principles of Marketing Second semester; 3 lecture hours and occupational training. 5 Credits. Staff • Channels of distribution, manufacturing, wholesaling, retailing, service businesses, and the consumer are included to give the student an understanding of the many activities and jobs involved in the process of distributing goods and services. Classroom instruction is related to job experience. A minimum of 250 hours employment.

Dist. 207 Personnel Techniques in Distribution First semester; 3 lecture hours and occupational training. 5 Credits. Staff • A study of personnel techniques used in supervisory and mid-management positions which include how to supervise, how to train, how to interview, employee motivation, and a basic understanding of the personnel management function. Classroom instruction is related to the student's job experience. A minimum of 250 hours employment.

Dist. 208 Organization and Operation Second semester; 3 lecture hours and occupational training. 5 Credits. Staff • A course in which the student learns how distributive businesses are organized to carry out their goals in the most effective and economical manner possible. The operation functions of location, layout, receiving and marketing, protection and delivery are studied in detail. Field trips and coordination of course material with students' jobs are vital factors. A minimum of 250 hours employment.

COURSES IN RETAILING

Ret. 107 Current Retailing Practices Both semesters; 1 lecture hour; 1 Credit. Bowles • An exploration of the current information regarding the operation of various types of retail institutions: chain and independent stores, food stores, department stores, specialty shops and others. Vocational information in various phases of store work is included.

Ret. 116 Merchandising Information—Textiles Both semesters; 3 lecture hours. 3 Credits. Honeycutt • A study of fabric construction, finishes, and the properties of natural and man-made fibers. Actual samples of fabrics are studied to determine values to consumers in clothing and home furnishings. Laboratory fee \$7.50.

Ret. 205 Principles of Salesmanship Both semesters; 3 lecture hours. 3 Credits. Staff • To develop selling standards that will help those who sell do so with greater efficiency, through a creative approach, understanding buying motives, organizing sales presentations, and suggestion selling. Application of techniques through demonstrations, projects and case studies.

Ret. 206 Mathematics of Distribution I Both semesters; 3 lecture hours. 3 Credits. Staff • Basic mathematical processes applied to store problems with emphasis given to discounts, invoices, markup—individual and purchase—expenses and selling cost.

Ret. 209 Display Both semesters; 3 lecture hours. 3 Credits. Bryant • Theory and practice of the principles of display as used in retail stores and other distributive businesses.

Ret. 215 Merchandise Information—Non-Textiles Both semesters; 3 lecture hours. 3 Credits. Honeycutt • A study of materials used, construction, care, and government regulations of various types of merchandise such as chinaware, glassware, silverware, leather, jewelry, furniture, and other types of home furnishings. Values and quality standards for the consumer are stressed.

Ret. 220 Procedures in Store Operation Both semesters; 2 lecture hours; 2 laboratory hours per week. 3 Credits. Bowles • Operation and service activities as functions of store management. The areas of store location and layout, customer services, receiving and marketing, and protection are covered. Field trips to selected retail and service operations are scheduled each week.

Ret. 302 Personnel Administration Second semester; 3 lecture hours. 3 Credits. McGeary • A study of current personnel policies and practices which will promote the common interest of the employer and employee. Subjects covered are employment, job analysis, training programs, personnel ratings, employee benefits, communications, legislation affecting employees and employers, and the role of unions. Case studies and guest speakers are included.

Ret. 307 Mathematics of Distribution II Both semesters; 3 lecture hours. 3 Credits. Wellman • A study of the more advanced store mathematical problems such as initial markup, retail method of inventory, maintained markup, turnover, stock-to-sales ratio.

Ret. 317 Fashion Trends and Coordination First semester; 3 lecture hours. 3 Credits. Wellman • A study of fashion trends and the relation of fashion to merchandising, promotion, and training in retail stores. Using the changes in fashion of the current season, a technique is developed that may be applied to trends in any merchandise. A fashion show is presented as a project.

Ret. 318 Retail Buying Procedures Second semester; 3 lecture hours. 3 Credits. Wellman • Procedures of a buyer's job covered in a semester-long project including dollar and unit planning, unit control, model stocks, merchandise selection to plans, pricing to achieve a required markup. Studied concurrently are types of markets; resident offices; group and central buying; legal aspects.

Ret. 401 Human Relations and Supervision First semester; 3 lecture hours. 3 Credits. McGeary • A study of human problems in management including acceptance of individual differences; the supervisor and his job; principles of delegation, control and coordination; morale and lines of communication. Case studies, decision-making and the "in-basket" techniques are included.

Ret. 405 Retail Training Methods First semester; 3 lecture hours. 3 Credits. McGeary • The techniques of individual and group training as applied to employees of a store. Practice is given in the preparation of teaching outlines and the application of varied training methods. Students plan and present department meetings on information and skills.

Ret. 407 Directed Retailing and Marketing Experience First semester; minimum two months of full-time work. 3 Credits. McGeary • Directed practical experience in retail stores and other distributive businesses during July and August through Labor Day before entering the senior year. Students spend this time in sales or sales supporting positions and complete a written project on major phases of businesses.

Ret. 409 Directed Executive Training First semester; six weeks of work. 2 Credits. McGeary • During November and December the senior students are placed in supervisory and junior executive positions in retail stores and other distributive businesses in Richmond and other cities. Upon completion of their services, a written evaluation of this experience is presented.

Ret. 410 Retail Sales Promotion First semester; 3 lecture hours. 3 Credits. Staff • The scope and activities of sales promotion in stores with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning and implementing the plan.

Ret. 413 Supervised Adult Teaching First semester; 1 lecture hour. 1 Credit. Staff • Students observe and assist in classes for adults regularly employed in distribution, and conduct orientation classes for part-time employees.

Ret. 416 Retail and Marketing Research Project Second semester; six weeks of research. 5 Credits. McGeary • Coordinated and supervised research in retail stores and other distributive businesses, solving problems, designed by the stores and businesses, which need study and analysis. Under the direction of an administrative executive, the students compile a complete report of facts and findings in a research project which is submitted to the college and to the store or business.

Ret. 421 Small Business Management Second semester; three lecture hours. 3 Credits. Bowles • The importance, problems and requirements of small business. The financing, organizing, selecting location, building and layout; establishing policies for pricing, promotion, control and credit; regulations, taxes, records and record keeping. Application is made to retail, wholesale and service businesses.

Ret. 425 Retail Finance and Control Second semester; 3 lecture hours. 3 Credits. Staff • A study of the control division of a store including planning, inventory control, expense control, credit, financing and other control functions.

Ret. 426 Merchandising First semester; 3 lecture hours. 3 Credits. Wellman • A study of the cycle of merchandising; analysis of past performance in departmental operating statements, all types of planning, buying, use of tools of stock management, aids to selling. Management viewpoint stresses ways of increasing sales and profit through planning and adjustment to current conditions.

Graduate Courses

The courses listed below are for graduate students *only*. See the Graduate School bulletin for complete details pertaining to graduate work.

Ret. 602 Applied Display 2 Credits.

Ret. 603 Marketing Research 2 Credits.

Ret. 605 Sales Promotion 2 Credits.

Ret. 607 Renewal of Occupational Experience 3 Credits.

Ret. 610 Sales Promotion Seminar 3 Credits.

Ret. 617 Applications of Product Information 2 Credits.

Ret. 620 Operational Problems in Distribution 2 Credits.

Ret. 621 Personnel Management 2 Credits.

Ret. 623 Business Management Seminar 2 Credits.

Ret. 625 Merchandising Procedures and Control 2 Credits.

Ret. 626 Merchandising Management Problems 2 Credits.

SCHOOL OF EDUCATION

ELEMENTARY EDUCATION

**HEALTH AND PHYSICAL
EDUCATION**

SECONDARY EDUCATION

LIBRARY SCIENCE

SPECIAL EDUCATION

SCHOOL OF EDUCATION

ARNOLD P. FLESHOOD, Dean

Nancy S. Alexander / Edward P. Allen / Rachel N. Anderson

Frances M. Briggs / Dorothy T. Burton / A. Merle Davis / Benny Dees

Nancy Fallen / Clare G. Houghton / Clarence G. Jones, Jr. / Curtis G. Keesee

Clayton D. Lewis / George D. Magill / Jane B. Moncure / Marjorie P. Quimby

Elizabeth A. Royster / Stuart Smith / Howard L. Sparks / Edna W. Warncke

Rizpah L. Welch / Vivien Ely* / William F. Goggin* / C. T. Holloway*

Terry Krumm* / Michael Lohr* / Jeanne C. Lynch* / Glenn W. Murphy*

Donald B. Tennant* / Woodie Lee Tucker* / Juliet L. Woodson*

Part-Time—O'Dean Ampolo / Charlotte Birindalli / William Bolton

Marion Nesbitt / Nancy Ottenbrite

The School of Education provides professional preparation for students planning to teach in elementary and secondary public schools. Programs of teacher education combine comprehensive studies in general education with professional preparation and a concentration in one or more special fields of study. Each program is designed to contribute to both the personal and professional development of the prospective teacher.

DEGREE PROGRAMS IN TEACHER EDUCATION

The preparation of teachers is a joint responsibility of staff in both the subject fields and professional education, with curricula planned cooperatively by the various departments and the School of Education. Bachelor of Science degrees are awarded in the following fields: Business Education, Distributive Education, Elementary Education, English Education, History and Social Science Education, Mathematics Education, Physical Education—Men and Women, Science Education (Biology and Chemistry) and Special Education. Bachelor of Fine Arts degrees are awarded in Art Education and Drama and Speech Education, while Bachelor of Music Education degrees are awarded to those completing requirements in music.

Students receiving their degrees in any one of the fields of study listed above are eligible to receive the Collegiate Professional Certificate from the Virginia State Department of Education. This certificate is a five-year renewable certificate which fulfills the basic requirements for teaching in the public schools of Virginia.

State teaching scholarships are available for those who will teach at least one year in the public schools of Virginia. For information relating to scholarships or requirements for endorsement for teaching or requirements for renewal of certificates, the prospective student is advised to contact the Dean of the School of Education or the Division of Teacher Certification in the Virginia

* Joint teaching responsibilities with other departments and schools.

State Department of Education in Richmond. Students awarded teaching scholarships are expected to complete all requirements, including student teaching.

GENERAL CERTIFICATION REQUIREMENTS FOR TEACHERS

- A. Humanities—12 semester hours
English Composition (required) and the balance from any of the following fields: foreign language, literature, speech, fine arts, music, and philosophy.
- B. Social Science—12 semester hours
American history (required) and the balance from any of the following fields: history, anthropology, sociology, economics, political science, geography, and psychology.
- C. Laboratory Science and Mathematics—12 semester hours
(At least one course in each area)
- D. Health and Physical Education—4 semester hours or equivalent
(At least one course in each area)

PROFESSIONAL REQUIREMENTS

Requirements for the Collegiate Professional Certificate include suitable courses of study in the following areas:

- 1. Human Growth and Development
- 2. Principles of Instruction and Organization of Subject Content and Materials
- 3. Student Teaching

STUDENT REQUIREMENTS

Students in the School of Education are expected to complete a minimum of 124 credits and to maintain a minimum of a 2.0 average or above in all course work attempted. Students failing to meet the latter requirement at the beginning of the junior year may not be permitted to enroll in professional course work and students failing to meet the requirement at the beginning of the senior year may not be permitted to enroll for student teaching.

Suggested courses of study for various degrees and subject fields will be found under appropriate departmental headings in this catalog. All students planning to enter teacher preparation programs will register in the School of Education although they will work with faculty advisers in the special subject fields.

STUDENT TEACHING

A course in practice teaching in the public schools of Virginia is required of all students seeking a degree in education with the exception of those students who have had two or more years of successful teaching experience in the public schools. An alternate plan is available for students with such previous experience.

Student teaching may be completed during an eight-week period of either semester of the final year of study. During this period, the student must complete a minimum of 120 hours of work and observation in the school of which 90 clock hours must be in actual teaching. The other eight weeks of the semester will consist of several block courses in education or in the student teaching field.

Graduates of accredited colleges seeking to complete student teaching through V.C.U. must complete a minimum of three hours in education and three hours in their teaching field prior to making application for student teaching through the School of Education.

ELEMENTARY EDUCATION

MERLE DAVIS, Acting Head of the Department

The Department of Elementary Education provides complete pre-service preparation for teachers of children in the Primary and Upper Elementary School. A special curriculum also provides for courses of study with special preparation or emphasis in Early Childhood Education (Nursery School and Kindergarten) and Elementary School Library work. These courses may be taken as electives and/or substituted for certain prescribed courses with the approval of the student's adviser.

Curriculum in Elementary Education

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology (or other lab science) _ _	4	4
English 101-102. Composition and Literature _ _ _ _ _	3	3
History 101-102. History of Europe _ _ _ _ _	3	3
Mathematics 105-106. Basic Mathematics (or Math. 103-104) _ _ _ _ _	3	3
Physical Education _ _ _ _ _	1	1
Electives* _ _ _ _ _	3	3
	<hr/>	<hr/>
<i>Second Year</i>	17	17
English 201-202. Western World Literature _ _ _ _ _	3	3
History 201-202. American History _ _ _ _ _	3	3
Econ. 203. Principles of Economics _ _ _ _ _	-	3
Geography 301 or 302. Principles of Geography (or other approved Geography course) _ _ _ _ _	-	3
Psychology 201. General Psychology _ _ _ _ _	3	-
Physical Education _ _ _ _ _	1	-
Physical Science 206. Survey of Physical Science _ _ _ _ _	3	-
Electives* _ _ _ _ _	3	3
	<hr/>	<hr/>
	16	15

* Electives must be approved by the student's adviser.

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Art Education 301. Art for Elementary Teachers -----	3	-
Education 301. Human Development and Learning -----	3	-
Education 302. Elementary School Curriculum-----	3	-
Education 305. Methods in the Elementary School -----	-	3
Education 351-352/English 351-352. Children's Literature	3	3
Drama 308. Speech for Teachers -----	-	3
Music 485. Music for Elementary Teachers -----	-	3
Electives* (300-400 level) -----	3	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
		A B
Education 404. Foundations of Education -----	-	- 3
Education 406. Teaching of Reading -----	-	- 3
Education 435. Supervised Teaching—Elementary -----	-	6 -
Health Education 305. School and Community Hygiene --	-	- 3
Psychology 301. Child Psychology -----	3	- -
Electives* (300-400 level) -----	12	- -
	<hr/> 15	<hr/> 15

EARLY CHILDHOOD EDUCATION

The Department of Elementary Education offers a special program for the preparation of teachers for the Nursery School and Kindergarten. This program is identical with the Elementary Education curriculum for the first two years. The third and fourth year courses are shown below:

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Art Educ. 301. Art for Elementary Teachers -----	-	3
**Education 306. Child Growth and Development -----	3	-
**Education 307-308. Pre-School Programs and Procedures	3	3
**Education 350, 351. Children's Literature -----	3	3
Music 485. Music for Elementary Teachers -----	3	-
Speech 308. Speech for Teachers -----	-	3
Electives -----	3	3
	<hr/> 15	<hr/> 15

* Electives must be approved by the student's adviser.

**Education 306, 307-8, 350, 406 and 435 provide 21 hours of concentration in Early Childhood Education.

	Credits	
	1st Sem.	2nd Sem.
Fourth Year		A B
Education 404. Foundations of Education -----	-	- 3
*Education 406. Teaching of Reading -----	-	- 3
*Education 435. Supervised Teaching in Kindergarten ----	-	6 -
Health Educ. 305. School and Community Hygiene -----	-	- 3
Psychology 301. Child Psychology -----	3	- -
Electives -----	12	- -
	<hr/>	<hr/>
	15	15

SPECIAL EDUCATION

HOWARD L. SPARKS, Head of the Department

The Department of Special Education provides pre-service preparation for teachers of educable and trainable mentally retarded children which meets the Collegiate Professional Certification requirements of the State of Virginia. Optionally, dual preparation programs in Special Education of the Mentally Retarded—Elementary Education and Special Education of the Mentally Retarded—Secondary Education can be developed with the approval of the student’s adviser and the head of the department involved.

	Credits	
	1st Sem.	2nd Sem.
First Year		
Biology 101-102. General Biology -----	4	4
English 101-102. Composition and Literature -----	3	3
History 101-102. History of Europe -----	3	3
Mathematics 105-106. Basic Mathematics or Math 103-4	3	3
Physical Education Activities -----	1	1
Electives -----	3	3
	<hr/>	<hr/>
	17	17

*Education 306, 307-8, 350, 406 and 435 provide 21 hours of concentration in Early Childhood Education.

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year.</i>		
Education 301. Human Development and Learning -----	-	3
English 201-202. Western World Literature -----	3	3
Geography 301 or 302. Principles of Geography -----	-	3
History 201-202. American History -----	3	3
Psychology 201. General Psychology -----	3	-
Sociology 201. Survey of General Sociology -----	3	-
Electives -----	3	3
	<hr/> 15	<hr/> 15
<i>Third Year</i>		
Art Educ. 301. Art for Elementary Teachers -----	-	3
Drama 308. Speech for Teachers -----	-	3
Education 302 (or 319) Elementary (or Secondary) Curriculum -----	3	-
Education 351-352. Children's Literature -----	3	3
Education 431. Survey of Special Education -----	3	-
Education 432. Teaching the Mentally Retarded -----	-	3
Education 450. Characteristics of the Mentally Retarded -----	3	-
Music 485. Music for Elementary Teachers -----	3	-
Psychology 305. Educational Psychology -----	-	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
		A B
Education 401. Pupil Evaluation -----	3	- -
Education 404. Foundations of Education -----	-	- 3
Education 406. Teaching of Reading -----	-	- 3
Education 413. Guidance (or Psych. 303—Mental Hygiene) -----	3	- -
Education 435 or 436. Supervised Teaching -----	-	6 -
Education 462. Language Arts for the Mentally Retarded --	3	- -
Health Educ. 305. School and Community Hygiene -----	-	- 3
Psychology 427. Psychology of Exceptional Children ----	3	- -
Education 438. Vocational Adjustment for Exceptional Children -----	3	- -
	<hr/> 15	<hr/> 15

HEALTH AND PHYSICAL EDUCATION

GEORGE D. MAGILL, Acting Head of the Department

The Department of Physical Education offers general required elective courses as well as four-year degree programs in Health and Physical Education for both men and women which lead to the degree Bachelor of Science in Education, and to teacher certification in Virginia in Health and Physical Education. Candidates for the degree are required to complete a minimum of 124 credits as indicated in the curriculum outlines.

Curriculum in Health and Physical Education for Men

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102. General Biology -----	4	4
English 101-102. Composition and Literature -----	3	3
History 201-202. American History -----	3	3
Mathematics 105-106. Basic Mathematics (or Math 103-4)	3	3
*Physical Education Activities -----	2	2
	<hr/> 15	<hr/> 15
<i>Second Year</i>		
Biology 103-104. Anatomy and Physiology -----	3	3
Economics 203. An Introduction to Economics -----	3	-
English 201-202. Western World Literature -----	3	3
*Humanities Elective -----	-	3
Psychology 201. General Psychology -----	3	-
*Social Science Elective -----	-	3
*Physical Education Activities -----	4	4
	<hr/> 16	<hr/> 16

*All electives are subject to adviser's approval.

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Third Year</i>		
Education 301. Human Growth and Development -----	3	-
Education 404. Foundations of Education -----	-	3
Health Educ. 301. First Aid -----	-	3
Health Educ. 303. Driver Education -----	3	-
Health Educ. 305. School Health -----	-	3
Physical Educ. 425. Kinesiology -----	3	-
Physical Educ. 408. Organization & Admin. of P. E. -----	-	3
Physical Educ. 403. Methods in Health and Physical Ed.---	3	-
*Electives -----	4	3
	<hr/> 16	<hr/> 15
<i>Fourth Year</i>		
		<i>A B</i>
Education 435 or 436. Supervised Teaching -----	-	6 -
Health Educ. 304. Safety Education -----	3	- -
Health Educ. 307. Problems in Health -----	-	- 3
Physical Educ. 306. Curriculum in Health & Phys. Educ.---	-	- 3
Physical Educ. 411 or 412. Problems in Coaching -----	3	- -
Psychology 305. Educational Psychology -----	-	- 3
Speech 308. Speech for Teachers -----	3	- -
*Electives -----	7	- -
	<hr/> 16	<hr/> 15

Men: Physical education, health education, and recreation are carried on in the University gym, at the Richmond Central Y.M.C.A., and on the athletic fields of the City of Richmond.

Intercollegiate Athletics, Men: The men's athletic program organizes varsity teams in basketball, baseball and golf, and competes as a member of the Little Eight Conference. Organized teams also compete in the state collegiate softball and volleyball tournaments each year. Because of the physical, social, and character-forming values of competitive sports, every encouragement is made to have men students enter into one or more forms of athletics.

Intramural Sports, Men: Athletics at the University are provided in the forms of intramural and intercollegiate sports. Some of the intramural sports are basketball, volleyball and softball, played between the classes and clubs on the campus.

*All electives are subject to adviser's approval.

Curriculum in Health and Physical Education for Women

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-2. General Biology	4	4
English 101-2. Composition and Literature	3	3
History 201. American History	3	-
Mathematics 105-6. Basic Mathematics	3	3
Physical Education 205. Elementary Modern Dance	1	-
Physical Education 210. Folk and Square Dance	-	1
Physical Education 217W. Intermediate Swimming	-	1
Physical Education 221W. Elementary Apparatus	1	-
Physical Education 224W. Fundamentals of Tennis	1	-
Physical Education 230W. Elementary Gymnastics	-	1
Physical Education 235. Elementary Bowling	-	1
Elective in Soc. Science (Econ., History, Pol. Sci.)	-	3
	<hr/> 16	<hr/> 17
<i>Second Year</i>		
Biology 103-4. Anatomy and Physiology	3	3
Econ. 201. Principles of Economics	3	-
Speech 308. Speech for Teachers (or Elective)	-	3
Education 301. Human Development and Learning (or Psych. 301, 302 or 304)	-	3
English 201-2. Western World Literature	3	3
Psychology 201. General Psychology	3	-
Physical Education 220W. Senior Lifesaving	1	-
Physical Education 314W. Intermediate Apparatus	-	1
Physical Education 309. Fundamentals of Dancing	1	-
Physical Education 232. Fundamentals of Individual Sports	1	-
Physical Education 322W-323W. Theory and Skills in Selected Team Sports	2	2
Health Education 301. First Aid and Accident Prevention	-	2
	<hr/> 17	<hr/> 17

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Biology 425. Kinesiology -----	3	-
Physical Education 208. Physical Education for the Elementary Teacher -----	2	-
Physical Education 306. Curriculum in Physical Education	-	3
Physical Education 312. Principles and History of Physical Education -----	3	-
Physical Education 315W. Methods in Physical Education	-	2
Health Education 303. Safety and Driver Education-----	-	3
Health Education 304. Safety Education -----	-	3
Sociology 305, 307, 310, 343E, 344E, or 418 -----	-	3
Education Elective (305, 403 or 433E) -----	3	-
Electives in Social Science (Econ., History, Pol. Sci. or Sociology) -----	6	3
	<hr/>	<hr/>
	17	17

Fourth Year

	A B	
Education 435 or 436. Supervised Teaching -----	-	6 -
Health Education 305. School and Community Hygiene--	-	- 3
Physical Education 408. Organization and Administration of Physical Education -----	3	- -
Electives (300-400 level courses) -----	12	- -
	<hr/>	<hr/>
	15	9

Women: Physical education, health education, and recreation facilities for women are supplemented by the facilities of the Y.W.C.A. and the City of Richmond in the effort to provide varied and satisfying recreation for all students enrolled.

The swimming fee for women is \$7.00 per semester. The Y.W.C.A. pool is used.

Intercollegiate Athletics, Women: The varsity program includes basketball and tennis teams.

Intramural Sports, Women: Intramurals are carried on in volleyball, basketball, and badminton.

SECONDARY EDUCATION

FRANCES M. BRIGGS, Coordinator

Students who plan to meet the requirements for a teaching certificate in Secondary Education are under the joint direction of the School of Education and the respective subject matter department.

Students interested in preparing to teach at the Junior or Senior High School level should consult the Coordinator of Secondary Education and the educational advisor in their department for information regarding required subjects.

Professional education courses must be taken over a two-year period, therefore Juniors should begin their work promptly in order to meet requirements.

PROFESSIONAL EDUCATION REQUIREMENTS

Secondary Education -----15 semester hours

The professional education program gives some understanding of the physical, emotional, intellectual, and social development of children. The program shall consist of a minimum of 15 semester hours of credit designed to develop competence in the following areas:

Area I: Human Growth and Development -----3 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior, personality and adjustment, with emphasis upon childhood and adolescence.

Area II: Curriculum and Instructional Procedures -----6 semester hours

Area II should contribute to the development of an understanding of and skills used in teaching the subject-matter area or areas normally taught in the secondary school. For industrial arts and the vocational subjects, six semester hours must be earned in this area as it applies to the particular field.

Area III: Student Teaching -----6 semester hours

Area III embodies the requirement in student teaching which represents the application and extension of the principles acquired in all types of college courses. A total of not less than 120 clock hours must be allotted to the course, with a minimum of at least 90 hours given to actual teaching. The experience must be in a public school or in a school approved for student teaching. The semester hours required in this area should be earned in the particular field of endorsement.

ART EDUCATION

TERRY KRUMM, Department Head

See pages 67-68 for curriculum outline in Art Education.

BUSINESS EDUCATION

WOODIE L. TUCKER, Department Head

See pages 148-152 for curriculum outline in Business Education.

DISTRIBUTIVE EDUCATION

VIVIEN ELY, Advisor

See pages 183-185 for curriculum outline in Distributive Education.

DRAMA EDUCATION

RAYMOND HODGES, Department Head

See page 310 for curriculum outline in Drama Education.

ENGLISH EDUCATION

E. ALLAN BROWN, Department Head

WILLIAM GOGGIN, Advisor

JEANNE LYNCH, Advisor

See pages 116-117 for curriculum outline in English Education.

HISTORY AND SOCIAL SCIENCE EDUCATION

ALBERT A. ROGERS, Department Head

SARAH TEETER, Advisor

See page 128 for curriculum outline in History and Social Science Education.

MATHEMATICS EDUCATION

MICHAEL LOHR, Advisor

See pages 134-135 for curriculum outline in Math Education.

MUSIC EDUCATION

DONALD B. TENNANT, Department Head

See page 250 for curriculum outline in Music Education.

SCIENCE EDUCATION

GLENN MURPHY, Advisor

MARY E. KAPP, Department Head, Chemistry

LEWIS GOLDSTEIN, Department Head, Biology

See pages 102-103 for curriculum outline in Biology Education.

See pages 110-111 for curriculum outline in Chemistry Education.

COURSES IN EDUCATION

Educ. 301 Human Development and Learning Each semester; 3 lecture hours. 3 Credits. Staff • A study of human growth and development; the nature of learning; and observations of children in school and community situations.

Educ. 302 The Elementary School Curriculum Each semester; 3 lecture hours. 3 Credits. Burton • The historical and philosophical background of the modern elementary school; its organization, functions and recent developments in programs and activities.

Educ. 305 Methods in the Elementary School Each semester; 3 lecture hours. 3 Credits. Burton • The application of the principles and techniques of teaching in all areas of child development and learning in the elementary school.

Educ. 306 Child Growth and Development Each semester; 3 lecture hours. 3 Credits. Moncure • A study of the growth and development of the child from infancy through eight years of age; the nature of learning and ways of studying individual children. This course is designed to serve Nursery School, Kindergarten, and Primary School teachers.

Educ. 307-308 Pre-School Program and Procedures Continuous course; 3 lecture hours each semester. 3-3 Credits. Moncure • This course will deal with the objectives of a democratic education with special application to the child under six years of age. It will include a study of Nursery School-Kindergarten curriculum with emphasis on experiences suitable for good physical, social and emotional development. Music, arts and crafts, play, family relationships, and speech development will be considered.

Educ. 319 The Secondary School Curriculum Each semester; 3 lecture hours. 3 Credits. Briggs • A study of the background and objectives of the modern high school; an examination of basic issues and current trends in curriculum construction and revision.

Educ. 350 Early Childhood Literature 3 lecture hours each semester. 3 Credits. Kauffman • A survey of literature appropriate for nursery, kindergarten and early elementary school grades. Emphasis will be placed on techniques of storytelling and oral reading.

Educ. 351-352/Eng. 351-352 Children's Literature Continuous course; 3 lecture hours each semester. 3-3 Credits. Staff • Designed to give students an appreciation of values in children's literature; includes biography, fable, myth, traditional and modern fanciful tales and poetry as well as a survey of the history of children's literature.

Educ. 401, 501 Pupil Evaluation First semester; 3 lecture hours. 3 Credits. Keesee • Principles and procedures in evaluating pupil growth in skills, attitudes and understandings; construction and analysis of teacher-made tests; administration of group tests. Interpretation of group and individual tests with emphasis on measurement problems of exceptional children.

Educ. 403 Methods in the Secondary School Each semester; 3 lecture hours. 3 Credits. Briggs • The application of principles and techniques of teaching in the high school. Emphases include: understanding the adolescent, the learning process, the motivation of learning and the evaluation of the teaching-learning process.

Credit is not allowed for both Educ. 403 and Educ. 433E.

Educ. 404, 504 Foundations of Education Each semester; 3 lecture hours. 3 Credits. Murphy • The historical, sociological and psychological backgrounds of modern educational theories and practices. The aim of the course is to help the student develop a mature approach to a basic philosophy of education in the modern world.

Educ. 406 The Teaching of Reading Each semester; 3 lecture hours. 3 Credits. Nesbitt • A study of the major problems of reading instruction with special attention to the individual's development in reading throughout his elementary school experience.

Educ. 407 Audio-Visual Education Each semester; 3 lecture hours. 3 Credits. Glover • The study and use of audio-visual equipment and aids and how they may be used for more effective presentations to groups.

Educ. 413, 513 Guidance Each semester; 3 lecture hours. 3 Credits. Keesee • The teacher as a guidance worker; guidance principles and techniques in classrooms and student activities.

Educ. 431, 531 Survey of Special Education Each semester; 3 lecture hours. 3 Credits. Sparks • An overview of the field of Special Education; identifying exceptional children, programs, facilities, literature, services and professional workers.

Educ. 432, 532 Teaching the Mentally Retarded Each semester; 3 lecture hours. 3 Credits. Fallen • Curriculum development and organization of activities for the mentally retarded at different maturational levels with specific attention to: program content, equipment, materials and resources. Prerequisites: Educ. or permission of the instructor.

Educ. 435 Supervised Teaching—Elementary Each semester; five days per week for eight weeks; prerequisites: Educ. 301 and 305 or parallel courses. 6 Credits. Quimby-Warncke • Classroom experience is offered so that the student may learn to harmonize theory and practice, develop a professional point of view, acquire teaching skills and gain an understanding of children and how they learn. Students will participate in a wide range of school activities.

Educ. 436 Supervised Teaching—Secondary Each semester; five days per week for eight weeks; prerequisites: Speech 308, Educ. 403 and completion of fifteen semester credits or more in an academic subject. 6 Credits. Staff • Classroom teaching experience is provided so that students may learn to harmonize theory and practice, develop a professional point of view, acquire teaching skills and an understanding of adolescents and how they learn. Students will participate in a wide range of school activities.

Educ. 450, 550 Characteristics of the Mentally Retarded Each semester; 3 lecture hours. 3 Credits. Staff • Nature and needs of the mentally retarded with emphasis upon the degrees of retardation, causes and concomitant problems. Psychological bases for a suitable curriculum are also explored.

Educ. 462, 562 Language Arts for the Mentally Retarded Each semester; 3 lecture hours. 3 Credits. Welch • A study of the communication problems of the mentally retarded at different maturational levels and techniques for developing appropriate curricular emphasis in the total school program.

Educ. 480 Seminar Each semester; 2 lecture hours. 2 Credits. Staff • An elective course for senior education students and other students on approval of the instructor. The course may be taken for a maximum of two semesters and two credits. The course will feature discussion of current issues in education.

Educ. 482 Practicum in Teaching Each semester; 6 credits. Staff • A supervised program of teaching in elementary or secondary areas in lieu of student teaching. It is designed so that the "experienced" teacher might receive special, practical assistance in understanding and improving his teaching skills. Special activities and studies will be selected to broaden the student's previous background. Comparable to student teaching in amount of time involved. Prerequisite: approval by the Dean of the School of Education.

Evening College Courses

The courses listed below are offered in the Evening College only. See the Evening College Bulletin for complete information.

Educ. 311E Teaching Elementary School Arithmetic 3 Credits.

Educ. 312E Geometry for Elementary Teachers 3 Credits.

Educ. 313E-314E Modern Mathematics for Elementary Teachers 3-3 Credits.

Educ. 402E Problems in Elementary School Teaching 3 Credits.

Educ. 409E Remedial Reading 3 Credits.

Educ. 410E Teaching Elementary School Science 3 Credits.

Educ. 412E Aerospace Education 3 Credits.

Educ. 414E, 514E Techniques of Counseling 3 Credits.

Educ. 415E, 515E Organization and Administration and Guidance 3 Credits.

Educ. 416E, 516E Guidance Practicum—Business and Industrial 3 Credits.

Educ. 421E, 521E Teaching the Emotionally Disturbed 3 Credits.

Educ. 438E, 538E Vocational Adjustment for Exceptional Children 3 Credits.

Educ. 439E, 539E Administration and Supervision of the Elementary School 3 Credits.

Educ. 445E, 545E Teaching Gifted Children 3 Credits.

Educ. 446E, 546E Guidance of Exceptional Children 3 Credits.

Educ. 451E, 551E Characteristics of Emotionally Disturbed 3 Credits.

Educ. 460E, 560E Teaching Slow Learners 3 Credits.

Educ. 465-6E Psychology in the Classroom 3-3 Credits.

Educ. 469E TV in the Classroom 3 Credits.

For information concerning Graduate Courses in Education, consult Graduate Bulletin.

COURSES IN LIBRARY SCIENCE

CLARE G. HOUGHTON, Adviser

Although V.C.U. does not offer a degree in Library Science, selected courses are offered in both day and evening programs leading to State certification for librarians in the public schools. A minimum of 18 hours of credit is required for such certification. A semester's course (3 hours) in Children's Literature may be used toward certification also. For further information contact the Dean of the School of Education or the Library Science Adviser.

Lib. Sci. 301 Reference and Bibliography Semester course; 3 lecture hours. 3 Credits. Houghton • A study and evaluation of basic reference books and other bibliographical material most frequently used to answer reference questions in a library.

Lib. Sci. 302 Library Organization and Administration Semester course; 3 lecture hours. 3 Credits. Houghton • A study of fundamental methods, routines and procedures in the acquisition, preparation and circulation of books for a small library, with special emphasis on the school library.

Lib. Sci. 353 Adolescent Literature Semester course; 3 lecture hours. 3 Credits. Staff • The course seeks to provide students with a sense of values in adolescent literature on the basis of the cultural and literary values contained in such literature. Special reference is made to a wide range of appropriate literature for adolescent children.

Lib. Sci. 401 Cataloguing and Classification Semester course; 3 lecture hours. 3 Credits. Houghton • A basic course in cataloguing the more common types of library materials. The course includes practice in using the Dewey Decimal Classifications, subject headings, simple filing rules, and the use and adaptation of printed cards and cataloguing aids.

Lib. Sci. 402 Non-Book Materials Semester course; 3 lecture hours. 3 Credits. Staff • Classification, selection, preparation and use of pamphlets, pictures, charts, maps, bulletin boards, films, filmstrips and other non-book materials. Emphasis placed on coordination of such materials into the library program.

Lib. Sci. 430 Services in Special Libraries Semester course; 3 lecture hours. 3 Credits. Staff • An examination of problems, services and methods involved in organizing and administering special libraries in industry, research laboratories and educational institutions. Special attention will be given to automation, inter-library cooperation and information retrieval. The course is designed for persons already engaged in work in special libraries.

Lib. Sci. 454 Practice Librarianship Semester course; 3 Credits • The student is expected to spend one hundred or more clock hours in working under supervision in an approved library. Prerequisite: Eighteen credits of library science or related subjects.

COURSES IN HEALTH EDUCATION

H.E. 301 First Aid and Accident Prevention Second Semester; 2 lecture hours. 2 Credits. Staff • Offered in 1966-67 on an alternate year basis. Standard and Advanced Red Cross first aid course.

H.E. 303 Driver Education Each semester; 3 lecture hours. 3 Credits. Staff • Fundamental techniques of teaching other people the proper and safe way to drive. General knowledge of automobile parts and their function.

H.E. 304 Safety Education Each semester; 3 lecture hours. 3 Credits. Staff • Safety principles and practices.

H.E. 305 School Health Each semester; 3 lecture hours. 3 Credits. Staff • The role of the classroom teacher in the school health program.

H.E. 306 Community Health Each semester; 3 lecture hours. 3 Credits. Staff • The function of health organizations as they relate to each other and to the community.

H.E. 307 Health Problems Second semester; 3 lecture hours. 3 Credits. Staff • A study of health problems, with emphasis on preventive measures.

H.E. 403 Materials and Methods in Health and Physical Education First semester; 2 lecture hours. 2 Credits. Allen • Offered in 1966-67 on an alternate year basis. Principles, aims and objectives of health education. Methods of teaching and materials to be used on the secondary level.

COURSES IN PHYSICAL EDUCATION

Courses marked with an "M" are for men only; courses marked with a "W" are for women only.

P.E. 101M, 102M Freshman Physical Education Semester courses; 3 laboratory hours. 1, 1 Credit. Staff.

P.E. 105W Team Sports Each semester; 3 laboratory hours. 1 Credit. Anderson • Basketball, volleyball, and speedball.

P.E. 117W Elementary Swimming Each semester; 1 laboratory hour. 1 Credit. Staff • Fundamental beginner's strokes and elementary diving. Fee: \$7.00.

P.E. 117M Elementary Swimming First semester; 3 laboratory hours. 1 Credit. Staff • Fundamental beginner's strokes and elementary diving. Fee: \$7.00.

P.E. 201, 202 Sophomore Physical Education Semester courses; 3 laboratory hours. 1, 1 Credit. Staff.

P.E. 204 Elementary Ballet Each semester; 3 laboratory hours. 1 Credit. Ampolo • Russian Ballet technique. Correct body placement and positions in barre work, adagio and allegro. French terminology will be stressed.

P.E. 205 Elementary Modern Dance Each semester; 3 laboratory hours. 1 Credit. Ampolo • Analysis and typology of movement; exploration of space and body movement.

P.E. 206 Intermediate Modern Dance Each semester; 3 laboratory hours. 1 Credit. Ampolo • A continuation of Physical Education 205. Prerequisite: P.E. 205.

P.E. 208 Physical Education for Elementary Teachers Each semester; 1 lecture, 2 laboratory hours. 2 Credits • Methods and materials for elementary age children in school and playground activities. Enrollment limited to persons interested in working with elementary age children.

P.E. 210 Folk and Square Dance Each semester; 3 laboratory hours. 1 Credit. Ampolo • Basic folk dance steps and European dances. American folk and English country dancing. Elementary square dance figures.

P.E. 213M Selected Minor Sports for Men Semester courses; 3 laboratory hours. 1 Credit. Magill • Fundamentals of volleyball, handball, and wrestling and promotion of good general physical conditioning.

P.E. 217W Intermediate Swimming First semester; 1 laboratory hour. 1 Credit. Magill • Intermediate strokes based upon the test of the American Red Cross. Designed for the student who knows how to swim. Fee: \$7.00.

P.E. 217M Intermediate Swimming Semester course; 3 laboratory hours. 1 Credit. Magill • Designed for the student who knows how to swim. Intermediate level skills taught as prerequisite for Life Saving. Fee: \$7.00.

P.E. 218W Synchronized Swimming Each semester; 1 laboratory hour. 1 Credit. YWCA Staff • Water stunts executed to music.

P.E. 220W Life Saving Each semester; 2 laboratory hours. 1 Credit. YWCA Staff • Standard Red Cross senior life saving course. Fee: \$7.00.

P.E. 221W Elementary Apparatus Each semester; 3 laboratory hours. 1 Credit. Alexander • Elementary stunts on balance beam, vaulting, and other gymnastic apparatus.

P.E. 221M Elementary Apparatus Each semester; 3 laboratory hours. 1 Credit. Jones • Elementary stunts on side horse parallel bars, rings and trampoline.

P.E. 222W-223W Theory and Skills in Selected Team Sports Semester courses; 3 laboratory hours. 1 Credit. Staff • Skills, rules, and strategy for hockey, basketball, volleyball, soccer, and softball in game situations.

P.E. 224W Elementary Tennis First semester; 4 laboratory hours. 1 Credit. Alexander • Tennis for the beginner.

P.E. 226M Stunts and Tumbling Each semester; 3 laboratory hours. 1 Credit. Jones • Tumbling and balance stunts for beginners.

P.E. 230W Elementary Gymnastics Each semester; 3 laboratory hours. 1 credit. Staff • Balance beam, floor exercise, and elementary tumbling.

P.E. 232 Fundamentals of Individual Sports Each semester; 3 laboratory hours. 1 Credit. Staff • Fundamentals of various individual sports activities such as badminton, golf and tennis.

P.E. 235 Elementary Bowling Each semester; 2½ laboratory hours. 1 Credit. Staff • Fundamentals of ten pin bowling, designed for the beginner. Special fee, payable to bowling lanes.

P.E. 306 Curriculum in Physical Education Second semester; 3 lecture hours. 3 Credits. Staff • Curriculum planning for secondary school physical education programs.

P.E. 307 Advanced Modern Dance Each semester; 3 laboratory hours; prerequisite: P.E. 205 and P.E. 206. 1 Credit. Ampolo • Methods of forming patterns in rhythm and space; fundamentals of composition for individual and group choreography.

P.E. 308 Intermediate Ballet Semester course; 3 laboratory hours. 1 credit. Ampolo • An extension of the ballet vocabulary, over and above what is covered in P.E. 204. The art of partnering will be included if male enrollment is sufficient.

P.E. 309 Fundamentals of Ballroom Dancing Each semester; 2 laboratory hours. 1 Credit. Ampolo • This course is designed primarily to teach the basic fundamentals of the current popular dances: the Fox-trot, Swing, Waltz, Rhumba, Cha-Cha, Samba, and Tango. The course stresses teaching methods of these steps.

P.E. 310 Dance Appreciation Each semester; 3 lecture hours. 3 Credits • Exploring the dance, from the primitive to contemporary, through the medium of films and lecture demonstration. Objective is to broaden one's understanding and appreciation of the Dance Arts.

P.E. 314W Intermediate Apparatus Second semester; 3 laboratory hours. 1 Credit. Alexander • A continuation of P.E. 221W.

P.E. 315W Methods in Physical Education Semester course; 1 lecture; 2 laboratory hours. 2 Credits. Alexander • Open to physical education majors only. Teaching procedures and testing methods.

P.E. 317M Life Saving and Water Safety Second semester; 3 laboratory hours. 1 Credit. Magill • Standard life saving course plus extra stress on aquatic physical fitness.

P.E. 321M Elementary Apparatus for Majors Each semester; 1 lecture hour, 3 laboratory hours. 2 Credits. Staff • Emphasis on elementary stunts and the theory of teaching these stunts.

P.E. 322W-323W Theory and Skills in Selected Team Sports Semester courses; 1 lecture, 2 laboratory hours. 2 Credits. Staff • Theories underlying the inclusion of team sports in the secondary school physical education program. Skills and strategy of hockey, basketball, soccer, speedball, volleyball, and softball.

P.E. 326M Stunts and Tumbling for Majors Both semesters; 1 lecture; 3 laboratory hours. 2 Credits. Jones • Tumbling and balance stunts with theoretical aspects involved in teaching tumbling and stunts.

P.E. 332M Fundamentals of Individual Sports for Majors Both semesters; 1 lecture hour; 3 laboratory hours. 2 Credits. Staff • Progression of skills with particular emphasis on the teaching of such sports as badminton, golf, and tennis.

P.E. 403 Methods in Health and Physical Education Semester course; 2 lecture and 2 laboratory hours. 3 Credits. Staff • Teaching procedures and testing methods.

P.E. 408 Organization and Administration of Physical Education Second semester; 3 lecture hours. 3 Credits. Royster • Equipment, facilities, scheduling, and organizing the physical education class program and extracurricular activities.

P.E. 425 Kinesiology First semester; 3 lecture hours; prerequisite: Biology 305 or permission of instructor. 3 Credits. Anderson • A study of the anatomical, physiological and physical aspects of human motion with application being made to the analyzation of physical activities.

P.E. 450W Water Safety Instructor's Course Second semester; 3 laboratory hours. 1 Credit. Red Cross Staff • Standard Red Cross WSI course.

Evening College Courses

The undergraduate courses listed below are offered in the evening *only*. See the Evening College bulletin for complete information. Course descriptions for required Evening College courses are included in this bulletin.

P.E. 320E Elementary School Physical Education Activities 3 Credits.

P.E. 407E Secondary Physical Education Activities 3 Credits.

P.E. 411E Problems in Coaching Football 3 Credits.

P.E. 412E Problems in Coaching Basketball 3 Credits.

P.E. 475E Teaching Gymnastics to Girls 3 Credits.

**SCHOOL OF ENGINEERING
AND ARCHITECTURE**

**TWO-YEAR PROGRAMS IN
COOPERATION WITH
VIRGINIA POLYTECHNIC
INSTITUTE**

**SCHOOL OF ENGINEERING AND ARCHITECTURE:
IN COOPERATION WITH VIRGINIA POLYTECHNIC INSTITUTE
(The Degree Program)***

C. A. B. FOSTER, Manager

John E. Griffin, Jr. / Malcolm L. Murrill / Turgut M. Payli / Thomas M. Roane

Virginia Commonwealth University, in cooperation with the Virginia Polytechnic Institute, offers courses in the freshman and sophomore years of engineering. The work offered substantially duplicates that administered by the College of Engineering at the Virginia Polytechnic Institute in Blacksburg. Thus students who satisfactorily complete the work offered in Richmond may transfer to Blacksburg and complete the degree requirements in the usual time.

The first two years of the following programs are available: aerospace, agricultural, civil, electrical, industrial, and mechanical engineering and engineering mechanics. The first year only of other branches of engineering is offered.

Students may also enroll for the first year of programs administered by the College of Architecture at V.P.I. namely: architecture, architectural engineering, and building construction. In the case of architecture, students who enroll in Richmond for the first year must attend summer school in Blacksburg prior to entering the second year of this program there.

The courses are offered under two plans: (1) the standard plan and (2) the co-operative plan.

The Standard Plan • Under this plan, students attend classes in the traditional manner which calls for nine months of classes and three months of summer vacation. All programs are available under this plan.

The Cooperative Plan • Under the Cooperative Engineering Program of the Virginia Polytechnic Institute, a student combines actual working experience with his college studies. During the first year (nine months) the student will be in the classroom. Following this, the student alternates between three months of full-time employment in an industry and three months in college until his senior year, which is spent in college.

Graduates of this program, which requires five years, not only have an engineering education but also twenty-one months of industrial experience which renders them more valuable to prospective employers. Also the income from this work experience helps the student to meet his college expenses.

* For two-year terminal programs preparing students for positions in engineering and architecture, see next section, School of Engineering Technology.

The aerospace, chemical, civil, electrical, industrial, mechanical, and metals engineering and the engineering mechanics programs are available under this plan.

The Quarter System. Students under the cooperative program attend college for three-month periods, making it necessary that their classes be taught on the quarter system rather than on the semester system which is used by other departments of the college. In order that the classes for all engineering students be taught on this same basis, classes in Standard Plan will also be taught on the quarter system. The college calendar is not materially affected by this variation, the principal difference being that, under the quarter system, examinations for the standard program are held three times during the session (December, March, and June) rather than twice.

The Fall Quarter begins September 8, 1968; Winter Quarter, January 2, 1969; Spring Quarter, March 18, 1969. Applications must be received prior to July 15, December 1, and February 1 for the respective quarters. A full program of beginning classes is offered only in the fall quarter.

To identify courses taught on the quarter system, the letter "V" will precede the course number, as Mathematics V111.

Admission Requirements

Application forms for admission may be obtained by writing to Virginia Commonwealth University at 901 West Franklin Street, Richmond, Virginia 23220.

Graduation from high school with a minimum of sixteen units including four units in English, four in mathematics, one in a laboratory science, and one in history is required for full admission. The four units in mathematics must include two units in algebra, one in geometry, and one-half unit in trigonometry. The remaining one-half unit may be in advanced algebra, solid geometry, or higher mathematics. See also "Requirements for Admission."

Applicants are required to take the Scholastic Aptitude Test (morning program) given by the College Entrance Examination Board (CEEB) and also Achievement Tests in English and Mathematics in the afternoon program of the CEEB. It is recommended that the Aptitude test be taken in December. The Achievement Tests may be taken in December, January, or March.

Placement tests may also be given in English and mathematics during Orientation Week. The results of these tests and/or the CEEB tests determine the level on which the student will begin his study of these two subjects.

Academic Requirements

Along with the grading system, a system of quality points is used. Four quality points are awarded for each credit of work with the grade of A, 3 for a B, 2 for a C, and 1 for a D. No quality points are awarded for other

grades. An overall quality point average (QPA) is determined by dividing the total number of quality points awarded by the total number of credits attempted.¹ The minimum QPA required for graduation is 2.00 (or a C average). In order that beginning students may have the opportunity to become oriented to their new surroundings and cultivate proper study procedures, the requirements for continuance in engineering in the first and second years is somewhat less than the aforementioned "C" average. The student who barely maintains the minimum requirements listed below should understand that each quarter his average is less than 2.00 will require that he earn an average greater than that in the future. (Also, the student who sets a 2.00 average as his goal will be striving to graduate with the lowest average in his class.)

A new student may usually anticipate completing his first year, but he must have a QPA of 1.30 or better to be admitted to the second year. The QPA required to continue increases as the credits attempted increases.

Credits Attempted Plus Transfer Credits ²	QPA Required for Continuance
45-59	1.30
60-74	1.36
75-89	1.42
90-104	1.48
105-119	1.57

A student having academic difficulty or holding an outside job, may be required to reduce his class load.

A student who has been dropped for academic reasons may be re-admitted at the discretion of the Academic Status Committee. He will be expected to reach the required QPA after two quarters of attendance.

Expenses

Full-Time Students—Virginia Residents

First quarter: Tuition (for a class load not to exceed 18 credits)_____	\$133.00
Second quarter: Tuition (for 18 credits or less)_____	133.00
Third quarter: Tuition (for 18 credits or less)_____	133.00
Total for academic year_____	<hr/> \$399.00

Non-residents of Virginia are charged \$300.00 per academic year in addition to the above tuition.

¹ Note that credits attempted are used, not credits earned.

² Students transferring from other institutions or other departments of V.C.U. will be placed in this table according to credits accepted by V.P.I. plus credits attempted in quarter system classes.

Students who, either from choice or the necessities of their curriculum, enroll for more than 18 quarter-hours credit in any one quarter will be charged \$8.00 per quarter-hour for each hour above 18.

Payments for the academic year are due quarterly on September 1, December 30, and March 15. For further details see "Fees and Expenses."

Part-time day students who are Virginia residents are charged \$12.00 per quarter-hour credit. For non-Virginia residents, the charge is \$17.00

First Year—All Engineering Curricula

	<i>Quarter Hour Credits Per Session of Nine Months</i>
Chemistry	12
Engineering Graphics	6
English	9
Introduction to Engineering	6
Mathematics	15
Physical Education or Elective	3
	<hr/>
	51

Second Year—Aerospace Engineering

Engineering Economy	3
Engineering Fundamentals	3
Engineering Mechanics	14
Mathematics	12
Physics	10
Electives	9
	<hr/>
	51

Agricultural Engineering

Electrical Theory	5
Engineering Economy	3
Engineering Fundamentals	3
Engineering Mechanics	12
Mathematics	12
Physics	10
Electives	6
	<hr/>
	51

	Quarter Hour Credits Per Session of Nine Months
Civil Engineering	
Engineering Economy -----	3
Engineering Fundamentals -----	3
Engineering Mechanics -----	12
Mathematics -----	12
Physics -----	10
Surveying -----	5
Electives -----	6
	<hr/>
	51
Electrical Engineering	
Circuits -----	5
Engineering Economy -----	3
Engineering Fundamentals -----	3
Engineering Mechanics -----	8
Mathematics -----	12
Physics -----	10
Electives -----	9
	<hr/>
	50
Engineering Mechanics	
Engineering Economy -----	3
Engineering Fundamentals -----	3
Engineering Mechanics -----	14
Mathematics -----	12
Physics -----	10
Electives -----	9
	<hr/>
	51
Industrial Engineering	
Electrical Theory -----	5
Engineering Economy -----	3
Engineering Fundamentals -----	3
Engineering Mechanics -----	12
Mathematics -----	12
Physics -----	10
Electives -----	6
	<hr/>
	51

*Quarter Hour
Credits Per
Session of
Nine Months*

Mechanical Engineering

Electrical Theory -----	5
Engineering Economy -----	3
Engineering Fundamentals -----	3
Engineering Mechanics -----	12
Mathematics -----	12
Physics -----	10
Electives -----	6
	<hr/>
	51

Architecture—First Year

English -----	9
History -----	9
Mathematics -----	15
Electives -----	12
	<hr/>
	45

A summer course in Design at V.P.I. in Blacksburg will be required before entering the second year of Architecture there.

Architectural Engineering—First Year

Same as first year of engineering—see page 223

Building Construction—First year

Same as first year of engineering—see page 223

COURSES IN ENGINEERING

Engr. V101 Introduction to Engineering First quarter; 1 lecture and 2 laboratory hours. 2 Credits. Foster • Introduction to our technologically based society; the engineer and modern technology; the consumer and modern technology; integrity and professional ethics; requirements in training; industrial practices and processes; student presentations.

Engr. V102 Introduction to Engineering Methods Second quarter; 4 laboratory hours; prerequisite: Engr. V101. 2 Credits. Staff • Slide rule practice; introduction to analog and digital computers; programming of a digital computer; vector geometry; graphical representation of data.

Engr. V103 Conceptual Design and Analysis Third quarter; 4 laboratory hours; prerequisite: Engr. V114, corequisite: Engr. V134. 2 Credits. Staff • Engineering fundamentals and concepts involved in designing for production; prototype and laboratory models; automation; tape programming and verification; design problems; class reports.

Engr. V114-V124-V134 Engineering Graphics Continuous course; 6 laboratory hours each quarter. 2-2-2 Credits. Griffin • Introduction to idioms and practices used in transmission and communication of design ideas; theories of orthographic projection of points, lines, planes and solids; freehand techniques used to graphically delineate conceptual design ideas and specifications; conventional practices used in making working drawings; analysis and representation of three dimensional space relationships; application of plane and three dimensional space relationships; application of plane and three dimensional space vectors.

Engr. V112 Introduction to Engineering Methods and Design First quarter 1968-69 session only; 6 laboratory hours; prerequisites: Engr. V101 and Engr. V134. 3 Credits. Staff • Introduction to computers and computer programming; fundamentals of engineering design and analysis; other material from Engr. V102-V103 for students who did not take those courses.

Engr. V201 Circuits I Third quarter; 5 lecture hours; prerequisite: Phys. V226; corequisite: Math. V231. 5 Credits. Foster • Fundamental laws of circuit theory, general two terminal network theory, response of networks to single frequency sinusoids, resonance, s-plane representation of functions.

Engr. 202 Surveying First quarter; 3 lecture hours and 6 laboratory hours; prerequisite: Math. V131. 5 Credits. Staff • Engineering measurements and errors; theory and use of instruments; topographic, construction and route surveys; applications of measurements in civil engineering.

Engr. V211 Mechanics of Particles Fall quarter; 5 lecture hours; corequisite: Math. V211. 5 Credits • Vector treatment, using index notation, of concepts of force, mass, space, time; gravitational systems of measurements; equilibrium of discrete force systems; centroids; dry friction; planar and three-dimensional kinematics and kinetics of particles; relative motion, mass moments of inertia, Newton's laws, work and energy, impulse and momentum.

Engr. V215 Engineering Economy First or second quarter, 3 lecture hours. 3 Credits. Staff • The economic decision process in the engineering design environment. Investment, financing, depreciation, manufacturing costs, economic selection, replacement.

Engr. V222 Mechanics of Deformable Solids I Second quarter; 4 lecture hours; corequisite: Math. V221. 4 Credits. Staff • Structural mechanics applied to trusses, frames; introductory mechanics of continuous media; concepts of stress,

strain, stress-strain relations; stress and deformation due to longitudinal loads, torsion, and bending; eccentric loads on short posts; Euler column theory.

Engr. V236 Dynamics of Rigid Bodies Third quarter; 3 lecture hours; prerequisite: Engr. V211; corequisite: Math. V221. 3 Credits. Staff • Vector treatment, using index notation, of planar and three-dimensional kinematics and kinetics of rigid bodies; mass moments of inertia; Newton's laws, work and energy, impulse and momentum, vibration applied to rigid bodies.

Engr. V237 Mechanics of Deformable Solids II Third quarter; 2 lecture hours; prerequisite: Engr. V222; corequisite: Math. V231 • Concepts of plane stress, plane strain, principal stress, principal strain, Mohr circle; torsion of non-circular, thin-walled, and statically indeterminate sections; deflection of statically determinate and indeterminate beams; energy concepts involving strain and complementary energy; eccentric loads on columns, tangent modulus method applied to column action.

Engr. V310 Electrical Theory Spring quarter; 5 lecture hours; prerequisite: Phys. V226; corequisite: Math. V231. 5 Credits. • A study of the fundamentals of electric circuits. For students in curricula other than electrical engineering.

Math. V001 Mathematics Review First quarter; 5 lecture hours. No degree credit. Staff • An enriched review of high school algebra and trigonometry for students who do not qualify for Math. V111 when they enroll.

Math. V111-V121-V131 Introductory Mathematical Analysis I Continuous course; 5 lecture hours. 5-5-5 Credits. Staff • A modern unified course in algebra, trigonometry, analytic geometry, and calculus. Students are admitted to this course on the basis of their previous record in mathematics and/or qualifying tests.

Math. V211-V221-V231 Introductory Mathematical Analysis II Continuous course; 4 lecture hours; prerequisite: Math. V131. 4-4-4 Credits. Staff • A modern course including vectors, partial differentiation, multiple integrals, infinite series, and differential equations.

SCHOOL OF ENGINEERING TECHNOLOGY

CIVIL AND HIGHWAY ENGINEERING TECHNOLOGY

DRAFTING AND DESIGN TECHNOLOGY

**ELECTRICAL-ELECTRONICS ENGINEERING
TECHNOLOGY**

ELECTRICAL-ELECTRONICS DRAFTING TECHNOLOGY

MECHANICAL ENGINEERING TECHNOLOGY

SCHOOL OF ENGINEERING TECHNOLOGY

Associate in Science Degree in Civil and Highway Engineering Technology, Drafting and Design Technology, Electrical-Electronics Engineering Technology, Electrical-Electronics Drafting Technology, and Mechanical Engineering Technology.

JOHN V. ANKENY, Director

Charles W. Bilmond / Lewis H. Blakely / Earl W. Cameron

James E. Corbett, Jr. / Fairfax G. Davis / Leonard G. Hoadley

Charles G. Johnson / Clinton E. Jones / John Kaufman / Charles G. McKinney

Sanford O. Smith / Victor Zitta

Part-time—Margaret S. Drake

For every graduate of a four-year curriculum in engineering, architecture, or construction, industry today needs from one to seven trained technicians who have completed an associate degree, or a two-year post-high school program in an occupationally oriented curriculum.

The purpose of these programs is to prepare students to hold positions as architectural, electrical, engineering, machine, and construction draftsmen, or as assistants to engineers, architects, estimators and contractors, or in the construction and industrial fields in general. Instruction will be offered in five areas: air conditioning and refrigeration, civil and highway, drafting and design, electrical-electronics, and electrical-electronics drafting technology. These programs offer preparation for employment as assistant construction superintendents, assistant surveyors on construction projects, assistant estimators, architectural, electrical, engineering construction, and highway draftsmen. Other positions include industrial, electrical and electronic maintenance, service, sales, and operation technicians. The program gives fundamental training in the interpretation of plans and specifications, the use and nature of materials of construction, and the laws and economic considerations relative to the building industries.

Special Requirements

The requirements for entrance to the School of Engineering Technology include graduation from an accredited high school with at least 16 acceptable units. Students not able to present certificates of high school graduation, may be accepted providing they satisfactorily pass the high school completion equivalency examination administered by the Virginia State Board of Education.

Students entering the curriculum must have a minimum of two units of algebra or one unit each of algebra and geometry. *Note:* Students having completed these requirements in their freshman, sophomore, or junior year of high school, should complete a course in senior mathematics just prior to graduation. Com-

pletion of two years of algebra and one year of geometry should be encouraged. Other courses such as mechanical drawing, chemistry, trigonometry, and physics would be helpful. Mathematics 151 (Algebra) will be offered during the Summer Session as a part of the day and/or evening college program for students desiring to meet high school deficiencies. Students ranking in middle third or third quartile of their graduating class should avail themselves of this opportunity to prepare for college level work.

Supervised on-the-job training is limited to the extent of available employment in the selected occupation. Students in the Richmond area, presently employed, may find it possible to continue their work as part of the co-operative program.

General Expenses

Textbooks, slide rule, drafting equipment, etc. will cost an estimated \$100-\$125 the first year and \$75-\$100 the second year.

Mechanical Engineering Technology

(Air Conditioning and Refrigeration)

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
ACT 103. Basic Refrigeration	4	-
ACT 110. Basic Air Conditioning	-	4
ACT 112. Heating, Ventilating, and Piping	-	4
DDT 109. Engineering Drawing	3	-
DDT 167E. Construction Plans and Specifications	3	-
EET 107. Applied Electricity	4	-
Eng. 107. English Communications and Report Writing ..	-	3
Math. 109. Algebra and Geometry	3	-
Math. 110. Analytical Geometry and Trigonometry ----	-	3
Phys. 209 Applied Physics	-	4
	<hr/> 17	<hr/> 18

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
ACT 201. Air Distribution and Design -----	3	-
ACT 203. Hydronic Systems and Plumbing Design -----	3	-
ACT 205. Air Conditioning and Refrigeration Analysis ----	3	-
ACT 210E. Air Conditioning and Refrigeration Controls --	-	4
ACT 212. Commercial Air Conditioning Design -----	-	3
ACT 214. Commercial Refrigeration Design -----	-	3
ACT 216. System Balancing and Testing -----	-	2
ACT 301E. Industrial Air Conditioning and Ventilating Systems -----	2	-
ACT 302. High Velocity Duct Systems -----	-	3
ACT 303. Industrial and Low Temperature Refrigeration Applications -----	2	-
ET 201. Supervised On-the-Job Training or Approved Elective -----	2	-
ET 202. Supervised On-the-Job Training or Approved Elective -----	-	2
ET 204. Industrial Orientation -----	-	1
Math. 207. Vector Analysis and Calculus -----	3	-
	<hr/> 18	<hr/> 18

Civil and Highway Engineering Technology

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
CHT 103. Civil Engineering Drawing -----	6	-
CHT 232E. Highway Design and Construction -----	-	3
CHT 259E-260E. Soil Mechanics -----	3	3
DDT 102. Blueprint Reading (Building Construction) ----	-	2
DDT 117-118. Materials and Methods of Construction --	3	3
Eng. 107. English Communications -----	3	-
Math. 109. Algebra and Geometry -----	3	-
Math. 110. Analytical Geometry and Trigonometry -----	-	3
Phys. 209. Applied Physics -----	-	4
	<hr/> 18	<hr/> 18

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
CHT 233E. Highway Design and Construction -----	3	-
CHT 257. Surveying -----	3	-
CHT 352. Hydraulics -----	-	3
DDT 241-242. Structures -----	3	3
DDT 350. Properties of Engineering Materials -----	-	3
ET 204. Industrial Orientation -----	-	1
Math. 207. Vector Analysis and Calculus -----	3	-
Phys. 210. Applied Physics -----	4	-
Approved Elective: Construction, Contracting, Construction Estimating Supervised On-the-Job Train- ing or Urban Planning -----	2 or 3	8 or 9
	<hr/>	<hr/>
	18 or	18 or
	19	19

Drafting and Design Technology**(Architectural, Building Construction and Machine Drafting and Estimating)**

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
DDT 101-102. Blueprint Reading -----	2	2
DDT 111. Engineering Drawing -----	6	-
DDT 116. Architectural Drawing -----	-	6
DDT 117-118. Materials and Methods of Construction ---	3	3
Eng. 107. English Communications -----	3	-
Math. 109. Algebra and Geometry -----	3	-
Math. 110. Analytical Geometry and Trigonometry -----	-	3
Phys. 210. Applied Physics -----	-	4
	<hr/>	<hr/>
	17	18

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
DDT 241E-242E. Structures or		
DDT 291E-292E. Statics and Dynamics -----	3	3
DDT 243E-244E. Mechanical and Electrical Equipment of Buildings -----	3	3
DDT 252. Construction Contracting -----	-	3
DDT 350. Properties of Engineering Materials -----	-	3
ET 204. Industrial Orientation -----	-	1
Math. 207. Vector Anaylsis and Calculus -----	3	-
Phys. 210. Applied Physics -----	4	-
Approved Electives: Advanced Architectural Drawing, Con- struction Estimating, Machine Design Drawing, Soil Mechanics, Supervised On- the-Job Training, Theory of Architecture, or Urban Planning -----	5 or 6	5 or 6
	-----	-----
	18 or 19	18 or 19

Electrical-Electronics Engineering Technology	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
EET 123-124. Basic Electricity -----	6	4
EET 125-126. Basic Electronics -----	3	6
Eng. 107. English Communications -----	3	-
Math. 121-122. Applied Algebra and Trigonometry -----	3	3
Phys. 127-128. Applied Physics -----	4	4
	-----	-----
	19	17
<i>Second Year</i>		
EET 228E. Power Transmission and Distribution -----	-	3
EET 229-230. Electric Circuits and Machines -----	4	4
EET 232. Layout, Drawing and Design -----	-	1
EET 233E. Electrical-Electronic Instruments -----	3	-
EET 301-302. Industrial Electronics and Controls -----	4	4
EET 303E-304E. Radio Electronic Transmission or		
EET 305-306. Computer Circuitry -----	3	3
EET 308E. Microwave Fundamentals -----	-	3
ET 204. Industrial Orientation -----	-	1
Math. 221. Applied Calculus -----	3	-
	-----	-----
	17	19

Electrical-Electronics Drafting Technology

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
DDT 101-102. Blueprint Reading	2	2
DDT 111. Engineering Drawing	6	-
DDT 113E-114E. Architectural Drawing	3	3
DDT 117-118. Materials and Methods of Construction --	3	3
Eng. 107. English Communications	-	3
Math. 109. Algebra and Geometry	3	-
Math. 110. Analytical Geometry and Trigonometry	-	3
Phys. 209. Applied Physics	-	4
	<hr/> 17	<hr/> 18
<i>Second Year</i>		
EET 123-124. Basic Electricity	6	4
EET 125-126. Basic Electronics	3	6
EET 129E. Electrical-Electronics Drawing	3	-
EET 131E-132E. Electrical Mathematics	3	3
(or Math. 207 Vector Analysis and Calculus and Approved Elective)		
ET 204. Industrial Orientation	-	1
Phys. 128. Applied Physics	-	4
Approved Elective:	3	-
	<hr/> 18	<hr/> 18

COURSES IN MECHANICAL ENGINEERING TECHNOLOGY, CIVIL AND HIGHWAY ENGINEERING TECHNOLOGY, DRAFTING AND DESIGN TECHNOLOGY, ELECTRICAL-ELECTRONICS ENGINEERING TECHNOLOGY, AND ELECTRICAL-ELECTRONICS DRAFTING TECHNOLOGY.

ACT 103 Basic Refrigeration First semester; 3 lecture and 3 laboratory hours. 4 Credits. Cameron • A lecture and laboratory course in the fundamentals of vapor compression and absorption refrigeration systems. Included are characteristics of refrigerants, compressors, heat exchangers, automatic flow controls, pressure and temperature controls, and motor controls.

ACT 110 Basic Air Conditioning Second semester; 3 lecture and 3 laboratory hours. 4 Credits. Drake • A basic lecture and laboratory course in heat load calculations, psychrometrics, and systems for control of temperature, humidity, air distribution, and air purification. The student is shown and also operates equipment for various types of basic year-round air conditioning systems.

ACT 112 Heating, Ventilating, and Piping Second semester; 3 lecture and 3 laboratory hours. 4 Credits. Drake • A study of various types of heating and ventilating equipment, and their application to comfort residential and commercial uses; the operation and piping design of basic hydronic systems.

ACT 201 Air Distribution and Design First semester; 2 lecture and 3 laboratory hours. 3 Credits. Drake • An applied course in selection and layout of equipment, duct design, and principles of air distribution. Consideration is given to building and architectural features, and to cost estimating.

ACT 203 Hydronic Systems and Plumbing Design First semester; 2 lecture and 3 laboratory hours. 3 Credits. Cameron • A study of steam system classification and design; acquainting the student with basic piping circuits, load characteristics, terminal heating and cooling units, medium and high temperature water heating systems; a study of regional and national codes to be observed, along with specifications and acceptable design of various systems.

ACT 205 Air Conditioning and Refrigeration Analysis First semester; 2 lecture and 2 laboratory hours. 3 Credits. Cameron • Advance study and application of more complex refrigeration systems, including multistage and cascade; selection and balancing of components for built-up systems in commercial refrigeration and air conditioning.

ACT 210E Air Conditioning and Refrigeration Controls Second semester; 3 lecture and 3 laboratory hours. 4 Credits. Staff • A course involving the basic fundamentals of control systems, including the individual components and also complete systems of electric, electronic, and pneumatic controls for air conditioning and refrigeration applications.

ACT 212 Commercial Air Conditioning Design Second semester; 2 lecture and 3 laboratory hours. 3 Credits. Cameron • An advanced course involving the calculations, equipment selection, and duct design required for complete plans and specifications of central station systems, representing a full coverage of contemporary practice.

ACT 214 Commercial Refrigeration Design Second semester; 2 lecture and 3 laboratory hours. 3 Credits. Cameron • An advanced course in the layout and design of refrigeration enclosures, piping, load calculations, equipment selection, and also cost estimating of complete commercial refrigeration systems. Also included are factors concerning the operation, performance characteristics, and problems of conventional and low temperature refrigeration systems.

ACT 216 System Balancing and Testing Second semester; 1 lecture and 2 laboratory hours. 2 Credits. Cameron • A study of various types of systems, and the instruments required for testing; a step-by-step procedure for checking actual conditions of air velocity, air capacity, temperature, and air pressures in duct branches, risers, and main duct of central systems.

ACT 301E Industrial Air Conditioning and Ventilating Systems First semester; 1 lecture and 2 laboratory hours. 2 Credits. Drake • The design, application, and central station equipment selection for stores, public buildings, educational facilities, hospitals, process plants, and general control of the industrial environment.

ACT 302 High Velocity Duct Systems Second semester; 2 lecture and 2 laboratory hours. 3 Credits. Cameron • A study of single and dual-duct systems, mixing boxes or chambers, duct sizing, noise factors, attenuators, terminal reheat and also zone control.

ACT 303 Industrial and Low Temperature Refrigeration Applications First semester; 1 lecture and 2 laboratory hours. 2 Credits. Cameron • A study of the use of refrigeration in metallurgy; primary, secondary, and expendable refrigerants; medical and clinical applications; physical properties and uses of cryogenic fluids; vacuum systems; and ice manufacture.

CHT 103 Civil Engineering Drawing First semester; 2 lecture and 9 laboratory hours. 6 Credits. Zitta • A basic course designed to acquaint the student with necessary detail drawings incidental to civil and highway planning and design, including theory and application of orthographic projection, free-hand lettering and sketching, auxiliary views, isometric and oblique drawings, and dimensioning of working drawings. Other subject areas of study are: applications of route locations, highway surveys and plans, including a study of compound, reverse, simple, parabolic, spiral curves and earthwork.

CHT 232E-233E Highway Design and Construction Continuous course; 2 lecture and 4 laboratory hours. 3-3 Credits. Tracy • Practical application of highway design and construction including highway administration, location studies, traffic surveys, alignment design, drainage design, intersection and interchange design, pavement types and pavement design, construction estimates, contracts, specifications and construction supervision. Prerequisite: Two years of high school drawing and two years of high school mathematics (one each of algebra and trigonometry, or two of algebra.)

CHT 257 Surveying Semester course; 3 lecture and 3 laboratory hours. 3 Credits. Zitta • A course involving the use of surveying equipment, note keeping, computations, planimetric topographic work.

CHT 259E-260E Soil Mechanics Continuous course; 3 lecture hours. 3-3 Credits. Johnson • It is intended for use by undergraduate students and by practicing engineers who may not have had formal training in soils. In this course the origin and natures of soils are discussed, the major physical properties, such as texture, structure, density and water bearing consistency. Soil classifications is discussed as an introduction to the conventional tests such as sieve analysis, liquid limit, plastic limit, compaction and California Bearing Ratio. Soil stabilization and the design of both flexible and rigid pavement are covered. Lectures will be interspersed with laboratory demonstrations and practical work.

CHT 352 Hydraulics Semester course; 3 lecture hours. 3 Credits. Zitta • This course includes the study of hydrostatics and hydrodynamics from the viewpoint of the Civil Engineer. The development and use of formulas involving pressures, grade, channel size and flow through orifices and weirs is also covered.

DDT 101 Blueprint Reading (General) First semester; 1 lecture and 2 laboratory hours. 2 Credits. Blakely, Jones, McKinney, Smith • A programmed and lecture course for development ability to visualize an object from blueprint form. To assist students to understand various views, reading of machine working drawings and blueprints, as well as supplementary information relative to special views and assembly drawings.

DDT 102 Blueprint Reading (Architectural) Second semester; 1 lecture and 2 laboratory hours. 2 Credits. Jones, Smith • A programmed and lecture course for developing an understanding of, and an appreciation for architectural working drawings and plans. A study of architectural and construction nomenclature, conventions, symbols, building code, and practices, and construction details are also included.

DDT 109 Engineering Drawing First semester; 2 lecture and 4 laboratory hours. 3 Credits. Staff • A basic course in engineering knowledge and technical skills that are essential for careers in engineering drafting and design. This course includes theory and application of freehand lettering and sketching, orthographic projection, dimensioning of working drawings, and isometric preparations. (Same as ET 111E).

DDT 111 Engineering Drawing First semester; 3 lecture and 9 laboratory hours. 6 Credits. Blakely, Jones, Smith • A basic course in engineering knowledge and technical skills essential for careers in engineering drafting and design. This course includes theory and application of orthographic projection, freehand lettering and sketching, use of drafting machines, auxiliary views, isometric and oblique preparations, dimensioning of working drawings, and representation of fastenings. Pencil and ink tracings and reproduction methods are also included.

DDT 113E-114E Architectural Drawing Continuous course; 2 lecture and 4 laboratory hours. 3-3 Credits. Blake, Buckner • A study of frame and masonry construction and architectural details, plumbing, heating, electrical plans and specifications. An appreciation and understanding of architectural problems and industrial plant construction will also be included.

DDT 116 Architectural Drawing Second semester; 3 lecture and 9 laboratory hours. 6 Credits. Jones • A course designed to acquaint the student with necessary detail drawings incidental to architectural planning and designing. Large scale details are drawn, utilizing standard components obtained from

the text and architectural references. Emphasis is placed on acquisition and development of accepted drawing techniques, lettering, standards, practices and composition of working drawing.

DDT 117-118 Materials and Methods of Construction Continuous course; 3 lecture hours each semester. 3-3 Credits. Blakely, Jones • A basic study of building components, their manufacture, grading validity of use as a building material, and a survey of the various techniques and processes by which they are assembled into final structure. Building code requirements, zoning laws, mathematical calculations, student reports, and lectures by representatives of the building supply industries are also included.

DDT 117E-118E Materials and Methods of Construction 3-3Credits. Brown, Snaveley. Same as DDT 117-118.

DDT 167E Construction Plans and Specifications First semester; 3 lecture hours. 3 Credits. Brown • This course deals with the interpretation and visualization of building construction blueprints and job specifications, wiring diagrams; structural, architectural, and mechanical symbols; and methods and materials of contemporary construction practice.

DDT 241-242 Structures Continuous course; 3 lecture hours. 3-3 Credits. Zitta • A course in theoretical and practical design of timber, steel, and concrete structures involving beams, columns, footings, and structural connections. Prerequisites: Algebra, Trigonometry, and Physics.

DDT 241E-242E Structures Continuous course; 3 lecture hours. 3-3 Credits. Cantor, Durrett. Same as DDT 241-242.

DDT 243E-244E Mechanical and Electrical Equipment of Buildings Continuous course, 3 lecture hours. 3-3 Credits. Roberts • This course incorporates the fundamentals of heating, air conditioning, refrigeration, plumbing and electrical equipment as applied to residential, commercial and industrial buildings. Prerequisites: Algebra and Trigonometry.

DDT 252 Construction Contracting Semester course; 3 lecture hours. 3 Credits. Blakely • A course involving the management functions of organizing, staffing, directing, and controlling as related to the contracting business.

DDT 252E Construction Contracting 3 Credits. Howell. Same as DDT 252.

DDT 256E Urban Planning Semester course; 3 lecture hours. 3 Credits. Highfill • This course is designed for all technicians and those in related fields who wish to become more familiar with the principles and processes by which urban communities are planned and designed. Special emphasis is placed on the relationship between the urban citizen and his surrounding environment. Topics included are: Objectives of Planning, The Legal Foundation, The Planning Agency, The Comprehensive Plan, Zoning, Subdivision of Land, The Neighborhood Unit, Commercial Centers, The System of Circulation, and Urban Renewal.

DDT 283E Construction Estimating First semester; 3 lecture hours. 3 Credits. Hubbard • A complete survey course in construction estimating from below ground through the roof. To provide experience in quantity surveys and the development of complete estimates from take-off to bids.

DDT 291E Statics First semester course; 3 lecture hours. 3 Credits. Staff • This course involves practical applications of concurrent and non-concurrent, two- and three-dimensional force systems as applied to machine drafting. Included in the course is material related to graphical methods, friction forces, the work term, torsion and the catenary. (For Engineering Technology Students only.)

DDT 292E Dynamics Second semester course; 3 lecture hours. 3 Credits. Staff • Applications of rectilinear and curvilinear motion of machine part elements including impulse, momentum, acceleration, and kinematics. NOTE: "Statics" should be prerequisite to "Dynamics." The mechanics portion of physics course as well as trigonometry and algebra should be prerequisite to "Statics." (For Engineering Technology Students Only.)

DDT 295E Theory of Architecture Semester course; 3 lecture hours. 3 Credits. Highfill • (Fall Semester Only.) Course designed for all students interested in exploring established visual criteria for architectural design: Its physical and psychological effects upon our lives; and our role as clients, technicians, draftsmen, and other participating personnel who work and live in its midst. Lecture topics include: What is an Architectural Style? Is Contemporary Architecture Another Style? Client Needs or Whims? Is Taste a Matter of Opinion? Color as Food. The Architect as a Professional. Beauty if Function. The Process of Creative Design.

DDT 321-322 Advanced Architectural Drawing Continuous course; 6 laboratory hours. 3-3 Credits. Jones • Prerequisites: E.T. 115-116. A course in advanced architectural drafting and designing. Requirements for this course include a complete set of working drawings for a two-story commercial structure, and the basic principles of engineering structural design including the preparation of perspective and display drawings; and the construction of models.

DDT 331E-332E Machine Design Drawing Continuous course; 2 lecture and 4 laboratory hours. 3-3 Credits. Tew • The purpose of this course is to prepare engineering draftsmen, and junior engineers to communicate effectively with machine design engineers. Content of the course is as follows: review of orthographic projections, sectioning, symbols, and detail, working and assembling drawing, machine shop practices and procedures, fasteners, transmission of motion, precision dimensioning, welding procedures and symbols, bills of materials and checking of drawings. Prerequisites: algebra, trigonometry, and engineering drawing or the equivalent.

DDT 350 Properties of Engineering Materials Second semester course; 2 lecture and 2 laboratory hours. 3 Credits. Zitta • A study of the properties used and characteristics of ferrous and non-ferrous metals, timber, stone, clay products, and other engineering materials.

EET 107 Applied Electricity First semester; 3 lecture and 3 laboratory hours. 4 Credits. Hoadley • An introductory course to basic electricity including electron theory, Ohm's Law, DC and AC circuits, measuring instruments, motors and generators, power distribution, illumination, controls, and electronics. Laboratory work emphasizes basic circuitry and measurements, electrical machinery theory and operating characteristics, and electrical control methods. (Primarily for Air Conditioning and Refrigeration Students.)

EET 123-124 Basic Electricity Continuous course; 5 lecture and 3 laboratory hours, 1st semester; 3 lecture and 3 laboratory hours, 2nd semester. 6-4 Credits. Bilmond • This course provides those fundamental concepts of direct and alternating current necessary for the understanding of power and communications circuits. The 1st semester is devoted primarily to dc circuits and an introduction to ac. Emphasis is placed on Ohm's Law and Kirchhoff's Laws as applied to solutions of circuit problems. Other topics include magnetic phenomena, meter movements and measuring instruments, and the dc effects of inductance and capacitance. Primary emphasis in the second semester is on ac theory and circuits problems involving series, parallel, and combination circuits. Inductance, capacitance, and resonance phenomena are included. Laboratory work stresses verification of theoretical principle, and the use of a variety of test and measuring instruments.

EET 125-126 Basic Electronics Continuous course; 2 lecture and 3 laboratory hours, 1st semester; 5 lecture and 3 laboratory hours, 2nd semester. 3-6 Credits. Hoadley • This course is planned to teach the basic science applied to the operation of various devices which make up electronic circuits. The course also includes specifications, operating characteristics and application. The laboratory work includes principles of vacuum and gas tubes, and semiconductors; turned circuits, and basic circuits for power supplies, amplifiers, and oscillators. The proper use of test devices and measuring instruments is an important part of this course. Prerequisites: Electricity 123-124 and Math 121-122.

EET 129E Electrical-Electronics Drawing First semester; 2 lecture and 4 laboratory hours. 3 Credits. Johnson • A course involving basic mechanical drawing, blueprint reading, commercial and industrial circuits, electrical and electronic schematic diagrams and symbols.

EET 228E Power Transmission and Distribution Second semester; 3 lecture hours. 3 Credits. Keesecker • A study of problems involved in transportation of electrical energy from the generating station to those using the energy. Studies are made of overhead and underground transmission and distribution systems, and substation and line equipment including conductors, insulators, poles and towers, switching, regulating, and protective devices.

EET 229-230 Electric Circuits and Machines Continuous course; 3 lecture and 3 laboratory hours. 4-4 Credits. Kaufman • First semester: An introduction to single phase A.C. Includes Kirchoff's Laws, D.C. networks, Thevenin's and Norton's theories, graphical solution of electrical problems, magnetic circuits, D.C. Transients, reactance, vector algebra, and impedance. Second semester: A study of A.C. circuit characteristics including resistance, capacitance, and inductance circuits; parallel and series parallel circuits, resonance; circuit analysis; networks; coupling and induction; and polyphase circuits, A.C. machines are stressed in laboratory work which includes assembly and operation of A-C generators and motors.

EET 232 Layout, Drawing and Design Second semester; 3 laboratory hours. 1 Credit. Kaufman • This course includes the fundamentals of drawing, and specialized drafting work related to electrical circuits design. Individual laboratory projects are selected and assigned.

EET 233E Electrical and Electronic Instruments First semester; 1 lecture and 2 laboratory hours. 2 Credits. Canup • A course designed to acquaint the technicians with the basic test instruments in the electrical and electronics fields. The operating principles, use, calibration, and applications of instruments will be covered. Laboratory experiments will be practical applications of the theory covered in lectures. Prerequisite: Math. 121-122.

EET 301-302 Industrial Electronics and Controls Continuous course; 3 lecture and 3 laboratory hours. 4-4 Credits. Davis • A practical course in which electronic components and simple circuits from Electricity 123-124 and Electronics 125-126 are utilized to introduce the student to the methods of industrial electronics and control, in which typical circuits are analyzed and the applications of these circuits in industrial situations are studied. The servomechanism, electronic control of high-frequency heaters, resistance welders, DC motors, and photoelectric and electronic timing devices are emphasized. Particle precipitators, relays, gauges and positioning devices are also discussed. Through the use of circuits and applications taken from industry the laboratory section of the course familiarizes the student with the operating requirements of complete functional units containing photoelectric control units, DC electric motor controls, and remote measuring, and positioning devices. The student constructs, repairs and tests units to satisfy typical application problems in industry. Prerequisite: EET 124 BASIC ELECTRICITY, EET 126 BASIC ELECTRONICS, MATH 121, and PHYSICS 128.

EET 303E-304E Radio-Electronic Transmission Continuous course; 3 lecture hours. 3-3 Credits. Miller • This course will encompass four basic areas: Electrical networks, transmission lines, radio antennae, and radio transmitters.

EET 305-306 Computer Circuitry Continuous course; 3 lecture hours. 3-3 Credits. Kaufman • An introduction to computers. Theory, components and circuits of analog and digital computers are studied and demonstrated on working

devices. The more modern digital and Hybrid computer systems are stressed. Prerequisite: E.T. 121-122 and 125-126 or equivalent.

EET 308 Microwave Fundamentals Second semester; 3 lecture hours. 3 Credits. Miller • The study of microwave circuits and devices with emphasis on demonstrations and measurement techniques.

Eng. 107 English Communications Both semester; 5 lecture hours. 3 Credits. Johnson • This course includes the following areas of study: sentence structure, using resource materials, written and oral expression and improving reading efficiency. For Engineering Technology Students Only.

Eng. 107E English Communications 3 Credits. Johnson, Somma. Same as Eng. 107.

E.T. 201-202 Supervised On-The-Job Training Semester course; 15 laboratory hours. 2 Credits. Ankeney • A program in supervised job experience related to field of technology in which the student is specializing.

E.T. 204 Industrial Orientation Semester course; 1 lecture hour. 1 Credit. Ankeney • A review of human behavior in industry, employer-employee relations, and industrial organization. Guest speakers will present current employment information for graduate technicians.

Math 109 Algebra and Geometry First semester; 5 lecture hours. 3 Credits. Corbett • A course including slide rule operation, review of elementary algebra, linear equations with emphasis on verbal problems, applications of plane and solid geometry, and elementary trigonometry through the solutions of right triangles. For Engineering Technology Students Only.

Math 110 Analytical Geometry and Trigonometry Second semester; 5 lecture hours; prerequisite: Math 109. 3 Credits. Corbett • A course in applied analytical geometry and trigonometry including exponents, radical proportions, binomial expansion, complex numbers, simultaneous linear equations, quadratic equations, and conic sections. For Engineering Technology Students Only.

Math. 121-122 Applied Algebra and Trigonometry Continuous course; 5 lecture hours. 3-3 Credits. Davis • Emphasis is placed on the continuous use of the slide rule in problem solving techniques. Included are Algebraic functions, graphs, radicals and exponents, roots, linear equations, simultaneous linear equations, quadratic equations, expansions and progressions, determinants, complex numbers, vectors, trigonometric formulas, and equations.

Math 207 Vector Analysis and Calculus First semester; 3 lecture hours; prerequisite: Math 109-110. 3 Credits. Smith • A course including trigonometry through logarithmic solution of oblique triangles, vector analysis, complex notation, vector algebra, elementary differential and integral calculus. For Engineering Technology Students Only.



Math 221 Applied Calculus First semester course; 3 lecture hours. 3 Credits. Kaufman • A specialized course involving the application of calculus to electronic and electrical circuits including fundamental concepts; differentiation and integration of algebra, trigonometric, logarithmic, exponential and hyperbolic functions. For Engineering Technology Students Only.

Phys. 127-128 Applied Physics Continuous course; 3 lecture and 3 laboratory hours. 4-4 Credits. Bilmond • A survey course introducing the student to physical principles, scientific investigation, and experimentation. Includes studies of heat, mechanics, sound and light. Emphasis is placed on applications of principles on problem solving, and on writing reports based on laboratory experimental work. For Engineering Technology Students Only.

Phys. 209-210 Applied Physics Continuous course; 3 lecture and 3 laboratory hours. 4 Credits each semester. McKinney • First semester: Principles and practical applications of heat, mechanics, sound, and properties of matter. Second semester: Principles and practical application of electricity, light and modern physics. Scientific investigation, experimentation and reporting procedures are included.

Phys. 209E-210E Applied Physics Continuous course; 3 lecture and 3 laboratory hours. 4 Credits each semester. Langley • Same as Phys. 209-210.

SCHOOL OF MUSIC

PIANO

ORGAN

THEORY AND COMPOSITION

VOICE

BRASS, WOODWINDS, STRINGS

SACRED MUSIC

MUSIC EDUCATION

**MUSIC HISTORY AND
LITERATURE**

GRADUATE PROGRAMS

SCHOOL OF MUSIC

L. WAYNE BATTY, Chairman

Milton Cherry / Robert Lawes / Edward A. Mirr / Carl Pfeifer / Joanna Richard
J. Lawrence Robinson / Virginia Rouse / Carroll Stegall / Donald B. Tennant
Edwin C. Thayer / Clarice Williams / Mildred L. Wuslich / Sonia Vlacevic

Part-Time—Robert Barker / John R. Boykin / Charles Drysdale
Judith Eastman / Linda Edwards / Mary Jane Fitzpatrick / Edward Kiehl
John A. O'Bannon / Caroline H. Payne / Dorothy Pfeifer / Helen Spiers

The School of Music is an institutional member of the National Association of Schools of Music and is accredited by that association. The requirements for entrance and for graduation as set forth in this catalogue are in accordance with the published regulations of the National Association of Schools of Music. The Virginia Commonwealth University is the only institution in the Richmond area which offers this program.

More specifically, the School of Music is a conservatory in which students devote from 70 to 80 per cent of their time each semester to music studies and about 20 to 30 per cent to general education. In most liberal arts colleges students majoring in music usually devote about three-fourths of their time to general education in liberal arts and sciences and about one-fourth to music.

Students who enter the music school may concentrate in one of five major fields: Applied Music, Music Education, Music History and Literature, Theory and Composition, or Sacred Music.

In Applied Music it is expected that a student have a relatively high degree of talent. This degree prepares the student for performance, private teaching and college teaching. The Music Education curriculum prepares the student for teaching in elementary schools, secondary schools and music education departments of colleges. The Music History and Literature program is designed to prepare the student to teach music history and literature in a college, to teach private lessons on his major instrument, or to become a historian, writer, or critic. In Theory and Composition the student should have a better than average talent in the field. A student upon graduation would be prepared for the profession of composing and teaching theory, and/or composition in a college. The Sacred Music curriculum prepares a student for the Ministry of Music in the church. He will be capable of handling any liturgical or non-liturgical service.

For a description of the buildings and equipment refer to Buildings and Equipment under the headings of Music Building and Hibbs Building.

Admission: High school graduates seeking admission to the School of Music must comply with general instructions given under "Requirements for Admis-

sion." In addition, degree candidates must show evidence of aptitude for musical training, as well as the attainment of a technical level in one or more fields of music which will sufficiently enable him to embark profitably on a course of professional training. Certain deficiencies may be made up after matriculation through the study of preparatory courses which will not be credited toward the degree. An audition is required. Information regarding dates may be obtained through the School of Music office.

Fees: General information pertaining to fees and expenses is given under "Fees and Expenses." Students enrolled in the School of Music are subject to additional fees, indicated below.

	<i>Academic Year (Two semesters)</i>
Matriculation, tuition and general fee, Virginia residents ----	\$400.00
Major in applied music, two half-hour lessons per week -----	220.00
Minor in applied music, one half-hour lesson per week -----	115.00
General music fee -----	30.00
	<hr/>
	\$765.00

Note: Non-residents of Virginia are charged \$300.00 per year in addition to the above figures.

Dormitory fees—See "Fees and Expenses."

General music fee—is for the use of practice rooms, locker, and instrument rental. In addition to this fee, a \$10.00 deposit is required for each instrument used. This will be refunded when the instrument is returned minus any repair fees caused by negligence on the part of the student.

The right is reserved to change fees for applied music, individual lessons, and ensemble classes.

A practice room fee of \$15.00 per semester will be charged all part-time students who use college facilities.

Student teachers are available for the instruction of children at the rate of \$60.00 per academic year.

Part-time college students will be charged for private lessons at the rate of \$65.00 for one half-hour lesson per week for the semester and \$120.00 for two lessons per week.

Below-college-level students will be charged for private lessons at the rate of \$65.00 for one half-hour lesson per week for the semester and \$120.00 for two lessons per week.

All Music Education members are required to be members of the Music Educators National Conference.

Degrees: All candidates for the Bachelor of Music degree must pass a piano proficiency examination before graduation. The requirements expected for the passing of such an examination will be determined by the individual department of the Music School. All requirements may be met through courses Mus. 173-174 Class Piano and/or Applied Music . . . Piano. The total number of credits required for each major is as follows:

	<i>Total Credits for Degree</i>
Brass, Woodwinds, or Strings -----	133
Sacred Music -----	134
Music Education -----	130
Music History and Literature -----	128
Organ -----	136
Piano -----	133
Theory and Composition -----	134
Voice -----	136

Graduate Programs

The School of Music offers two advanced degrees: Master of Music, and Master of Music Education. **The programs under these degrees are described in detail in the Graduate Bulletin, available upon request.**

Major: Brass, Woodwinds, or Strings

MILTON CHERRY, Head of the Department

	<i>Credits</i>	
<i>First Year</i>	<i>1st Sem.</i>	<i>2nd Sem.</i>
Eng. 101-102. Composition and Literature-----	3	3
Hist. 101-102. History of Europe -----	3	3
Mus. 101-102. Applied Music Major -----	3	3
Mus. 111-112. Theory -----	3	3
Mus. 113-114. Ear Training and Sight Singing -----	1	1
Mus. 141-142. Music Literature -----	2	2
Mus. 153-154. Orchestra and Band -----	1	1
Mus. 155-156. Ensemble -----	1	1
Mus. 173-174. Class Piano or Applied Music Minor		
105-106, Piano -----	1	1
	<hr/> 18	<hr/> 18

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Eng. 201-202. Western World Literature	3	3
Mus. 201-202. Applied Music Major	3	3
Mus. 205-206. Applied Music Minor, Piano	1	1
Mus. 211-212. Theory	3	3
Mus. 213-214. Ear Training and Sight Singing	1	1
Mus. 253-254. Orchestra and Band; or 251-252 Chorus; or 257-258 Woman's Chorus	1	1
Mus. 255-256. Ensemble	1	1
Mus. 273-274. Keyboard Harmony	1	1
Mus. 341-342. History of Music I	2	2
	<hr/>	<hr/>
<i>Third Year</i>	16	16
Mus. 301-302. Applied Music Major	3	3
Mus. 305-306. Applied Music Minor	1	1
Mus. 311-312. Counterpoint	3	3
Mus. 353-354. Orchestra and Band; or 351-352 Chorus; or 357-358 Woman's Chorus	1	1
Mus. 355-356. Ensemble	1	1
Mus. 381-382. Conducting	2	2
Mus. 394. Junior Recital	-	1
Mus. 423-424. Orchestration	2	2
Mus. 441-442. History of Music II	3	3
Electives (Music or Liberal Arts)	2	-
	<hr/>	<hr/>
<i>Fourth Year</i>	18	17
Mus. 401-402. Applied Music Major	3	3
Mus. 405-406. Applied Music Minor	1	1
Mus. 421-422. Form and Analysis	2	2
Mus. 453-454. Orchestra and Band; or 451-452 Chorus; or 457-458 Woman's Chorus	1	1
Mus. 455-456. Ensemble	1	1
Mus. 494. Graduation Recital	-	2
Electives (Music and/or Liberal Arts)	6	6
	<hr/>	<hr/>
	14	16

Major: Music Education

DONALD B. TENNANT, Head of the Department

This department, in cooperation with the School of Education offers a program that leads to the Bachelor of Music Education degree. The program

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Educ. 301. Human Growth and Development -----	-	3
Hist. 201-202. American History -----	3	3
Mus. 301-302.*** Applied Music Major -----	2	2
Mus. 351-352. Chorus; or 353-354 Orchestra and Band; or 357-358 Woman's Chorus -----	1	1
Mus. 381. Conducting -----	2	-
Mus. 423.* Orchestration -----	2	-
Mus. 441-442. Music History -----	3	3
Social Science Elective -----	-	3
Electives -----	3	-
	<hr/> 16	<hr/> 15
<i>Fourth Year</i>		
Educ. 404. Foundations of Education -----	-	3
Educ. 435 or 436. Supervised Teaching—Elem. or Secondary -----	-	6
H.E. 305. School and Community Hygiene -----	3	-
Mus. 271E. Instrument Repair -----	-	1
Mus. 371. Methods and Materials—Elementary -----	-	3
Mus. 372. Methods and Materials—Secondary -----	-	3
Mus. 401.*** Applied Music Major -----	2	-
Mus. 451. Chorus; or 453 Orchestra and Band; or 457- 458 Woman's Chorus -----	1	-
Social Science Elective -----	3	-
Electives -----	6	-
	<hr/> 15	<hr/> 16

Major: Music History and Literature

L. WAYNE BATTY, Head of the Department

This program provides the necessary background for students to teach music history and literature at the college level. It also provides the foundation for those students who are interested in becoming historians, writers, and critics.

* The study of piano is required until the student is able to meet minimum proficiency standards.

*** Vocal majors must study both voice and piano.

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Eng. 101-102. Composition and Literature -----	3	3
Mus. 101-102. Applied Music Major -----	2	2
Mus. 111-112. Theory -----	3	3
Mus. 113-114. Ear Training and Sight Singing -----	1	1
Mus. 141-142. Music Literature -----	2	2
Mus. 151-152. Chorus; or 153-154 Orchestra and Band; or 157-158 Woman's Chorus -----	1	1
Mus. 173-174. Class Piano or Applied Music Minor 105-106 -----	1	1
Electives -----	4	4
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Eng. 201-202. Western World Literature -----	3	3
Hist. 201-202. American History -----	3	3
Mus. 201-202. Applied Music Major -----	2	2
Mus. 211-212. Theory -----	3	3
Mus. 213-214. Ear Training and Sight Singing -----	1	1
Mus. 251-252. Chorus; or 253-254 Orchestra and Band; or 257-258 Woman's Chorus -----	1	1
Mus. 273-274. Keyboard Harmony -----	1	1
Electives -----	3	3
	<hr/> 17	<hr/> 17
<i>Third Year</i>		
Fine Arts 103-104. Art History, General -----	3	3
Mus. 301-302. Applied Music Major -----	2 or 3	2 or 3
Mus. 311-312. Counterpoint -----	3	3
Mus. 341-342. History of Music I -----	2	2
Mus. 351-352. Chorus; or 353-354 Orchestra and Band; or 357-358 Woman's Chorus -----	1	1
Electives -----	3	3
	<hr/> 14 or 15	<hr/> 14 or 15
<i>Fourth Year</i>		
Mus. 401-402. Applied Music Major -----	2	2
Mus. 441-442. History of Music II -----	3	3
Mus. 443-444. Seminar in Music History -----	3	3
Mus. 451-452 or Mus. 453-454 Orchestra and Band; or 457-458 Woman's Chorus -----	1	1
Elective in Art History -----	3	3
Elective in History -----	3	3
Electives -----	3	3
	<hr/> 18	<hr/> 18

Minimum of 128 Credits required.

Major: Piano

EDWIN THAYER, Head of the Department

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Eng. 101-102. Composition and Literature -----	3	3
Hist. 101-102. History of Europe -----	3	3
Mus. 101-102. Applied Music Major -----	3	3
Mus. 105-106. Applied Music Minor -----	1	1
Mus. 111-112. Theory -----	3	3
Mus. 113-114. Ear Training and Sight Singing -----	1	1
Mus. 141-142. Music Literature -----	2	2
Mus. 151-152. Chorus; or 153-154 Orchestra and Band; or 157-158 Woman's Chorus -----	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Eng. 201-202. Western World Literature -----	3	3
Mus. 201-202. Applied Music Major -----	3	3
Mus. 203. Piano Sight Reading -----	-	1
Mus. 204. Accompanying -----	1	-
Mus. 205-206. Applied Music Minor -----	1	1
Mus. 211-212. Theory -----	3	3
Mus. 213-214. Ear Training and Sight Singing -----	1	1
Mus. 251-252. Chorus; or 253-254 Orchestra and Band; or 257-258 Woman's Chorus -----	1	1
Mus. 273-274. Keyboard Harmony -----	1	1
Mus. 341-342. History of Music I -----	2	2
Mus. 381-382. Conducting -----	2	2
	<hr/> 18	<hr/> 18
<i>Third Year</i>		
Mus. 301-302. Applied Music Major -----	3	3
Mus. 303-304. Piano Literature -----	2	2
Mus. 311-312. Counterpoint -----	3	3
Mus. 355-356. Ensemble -----	1	1
Mus. 394. Junior Recital -----	-	1
Mus. 423-424. Orchestration -----	2	2
Mus. 441-442. History of Music II -----	3	3
Electives (Music and/or Liberal Arts) -----	3	3
	<hr/> 17	<hr/> 18

	Credits	
	1st Sem.	2nd Sem.
<i>Fourth Year</i>		
Mus. 401-402. Applied Music Major	3	3
Mus. 421-422. Form and Analysis	2	2
Mus. 455-456. Ensemble	1	1
Mus. 467-468. Piano Pedagogy	2	2
Mus. 494. Graduation Recital	-	2
Electives (Music and/or Liberal Arts)	7	6
	<hr/> 15	<hr/> 16

Major: Organ

LAWRENCE ROBINSON, Head of the Department

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Eng. 101-102. Composition and Literature	3	3
Hist. 101-102. History of Europe	3	3
Mus. 101-102. Applied Music Major	3	3
Mus. 105-106. Applied Music Minor	1	1
Mus. 111-112. Theory	3	3
Mus. 113-114. Ear Training and Sight Singing; or 157- 158 Woman's Chorus	1	1
Mus. 141-142. Music Literature	2	2
Mus. 151-152. Chorus; or 153-154 Orchestra and Band...	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Eng. 201-202. Western World Literature	3	3
Mus. 201-202. Applied Music Major	3	3
Mus. 203. Piano Sight Reading	-	1
Mus. 204. Accompanying	1	-
Mus. 205-206. Applied Music Minor	1	1
Mus. 211-212. Theory	3	3
Mus. 213-214. Ear Training and Sight Singing	1	1
Mus. 251-252. Chorus; or 253-254 Orchestra and Band; or 257-258 Woman's Chorus	1	1
Mus. 273-274. Keyboard Harmony	1	1
Mus. 341-342. History of Music I	2	2
Mus. 381-382. Conducting	2	2
	<hr/> 18	<hr/> 18

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Mus. 301-302. Applied Music Major	3	3
Mus. 311-312. Counterpoint	3	3
Mus. 333-334. Organ Literature	2	2
Mus. 351-352. Chorus; or 353-354 Orchestra and Band...	1	1
Mus. 394. Junior Recital	-	1
Mus. 423-424. Orchestration	2	2
Mus. 441-442. History of Music II	3	3
Electives (Music and/or Liberal Arts)	2	2
	<hr/> 16	<hr/> 17
<i>Fourth Year</i>		
Mus. 331. Church Service Playing	2	-
Mus. 401-402. Applied Music Major	3	3
Mus. 421-422. Form and Analysis	2	2
Mus. 451-452. Chorus; or 453-454 Orchestra and Band...	1	1
Mus. 455-456. Ensemble	1	1
Mus. 473-474. Keyboard Fundamentals	1	1
Mus. 494. Graduation Recital	-	2
Electives (Music and/or Liberal Arts)	6	3
	<hr/> 16	<hr/> 13

Major: Sacred Music

LAWRENCE ROBINSON, Head of the Department

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Eng. 101-102. Composition and Literature	3	3
Hist. 101-102. History of Europe	3	3
Mus. 101-102. Applied Music Major—Organ or voice*...	3	3
Mus. 105-106. Applied Music Minor*	1	1
Mus. 111-112. Theory	3	3
Mus. 113-114. Ear Training and Sight Singing	1	1
Mus. 141-142. Music Literature	2	2
Mus. 151-152. Chorus; or 157-158 Woman's Chorus	1	1
	<hr/> 17	<hr/> 17

* Unless piano proficiency is below the minimum standard.

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Eng. 201-202. Western World Literature -----	3	3
Mus. 201-202. Applied Music Major -----	2	2
Mus. 205-206. Applied Music Minor -----	1	1
Mus. 211-212. Theory -----	3	3
Mus. 213-214. Ear Training and Sight Singing -----	1	1
Mus. 231-232. Hymnology and Choral Literature -----	2	2
Mus. 251-252. Chorus; or 257-258 Woman's Chorus ----	1	1
Mus. 341-342. History of Music I -----	2	2
Mus. 381-382. Conducting -----	2	2
	<hr/> 17	<hr/> 17
<i>Third Year</i>		
Mus. 301-302. Applied Music Major -----	2	2
Mus. 305-306. Applied Music Minor -----	1	1
Mus. 311-312. Counterpoint -----	3	3
Mus. 331. Service Playing -----	2	-
Mus. 351-352. Chorus; or 357-358 Woman's Chorus ----	1	1
Mus. 441-442. History of Music II -----	3	3
Religion Electives -----	3	3
Electives (Music and/or Liberal Arts) -----	5	5
	<hr/> 18	<hr/> 16
<i>Fourth Year</i>		
Mus. 394. Junior Recital -----	-	1
Mus. 401-402. Applied Music Major -----	3	3
Mus. 405-406. Applied Music Minor -----	1	1
Mus. 421-422. Form and Analysis -----	2	2
Mus. 435. Liturgies -----	2	-
Mus. 436. Junior Choir Management -----	-	2
Mus. 437-438. Applied Sacred Music -----	1	1
Mus. 451-452. Chorus; or 457-458 Woman's Chorus ----	1	1
Mus. 473-474. Keyboard Fundamentals -----	1	1
Electives (Music and/or Liberal Arts) -----	3	3
	<hr/> 14	<hr/> 15

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Fourth Year</i>		
Mus. 401-402. Applied Music Major—Composition -----	3	3
Mus. 405-406. Applied Music Minor -----	1	1
Mus. 423-424. Orchestration -----	2	2
Mus. 441-442. History of Music II -----	3	3
Mus. 451-452. Chorus; or 453-454 Orchestra and Band --	1	1
Electives (Liberal Arts) -----	3	3
	<hr/> 16	<hr/> 16

Major: Voice

L. WAYNE BATTY, Head of the Department

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>		
Eng. 101-102. Composition and Literature -----	3	3
Ital. 101E-102E. Elementary Italian -----	3	3
Mus. 101-102. Applied Music Major -----	3	3
Mus. 111-112. Theory -----	3	3
Mus. 113-114. Ear Training and Sight Singing -----	1	1
Mus. 141-142. Music Literature -----	2	2
Mus. 151-152. Chorus -----	1	1
Mus. 173-174. Class Piano or Mus. 105-106 Applied Music Minor, Piano -----	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Eng. 201-202. Western World Literature -----	3	3
French or German -----	3	3
Mus. 201-202. Applied Music Major -----	3	3
Mus. 205-206. Applied Music Minor -----	1	1
Mus. 211-212. Theory -----	3	3
Mus. 213-214. Ear Training and Sight Singing -----	1	1
Mus. 251-252. Chorus -----	1	1
Mus. 273-274. Keyboard Harmony -----	1	1
Mus. 293-294. Repertoire -----	1	1
	<hr/> 17	<hr/> 18

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
French or German	3	3
Mus. 301-302. Applied Music Major	3	3
Mus. 305-306. Applied Music Minor	1	1
Mus. 311-312. Counterpoint	3	3
Mus. 341-342. History of Music I	2	2
Mus. 351-352. Chorus	1	1
Mus. 381-382. Conducting	2	2
Mus. 394. Junior Recital	-	1
Electives (Liberal Arts)	2	2
	<hr/> 17	<hr/> 18
<i>Fourth Year</i>		
Mus. 401-402. Applied Music Major	3	3
Mus. 405-406. Applied Music Minor	1	1
Mus. 421-422. Form and Analysis	2	2
Mus. 441-442. Music History II	3	3
Mus. 451-452. Chorus	1	1
Mus. 463-464. Vocal Pedagogy	2	2
Mus. 494. Graduation Recital	-	2
Elective (Music, and/or Liberal Arts)	3	3
	<hr/> 15	<hr/> 17

COURSES IN MUSIC

Music 101-102, 201-202, 301-302, 401-402 Applied Music 2-4, 2-4 Credits

• Offered each semester for four years. Two half-hour lessons per week, twelve to eighteen hours practice per week depending on the degree; two, three or more credits each semester depending on the degree and/or the number of lessons per week. Band Instruments, Keyboard Instruments, Orchestral Instruments, and Voice when used as a major emphasis under any of the degrees. For those who go beyond four years and are not registered as graduate students, the numbers will have a letter suffix.

Music 105-106, 205-206, 305-306, 405-406 Applied Music 1, 1 Credit •

Offered each semester for four years. One one-half hour lesson per week; one credit each semester. Band Instruments, Keyboard Instruments, Orchestral Instruments, and Voice when used as a minor under any of the degrees. For those who go beyond four years and are not registered as graduate students, the numbers will have a letter suffix.

Music 111-112 Theory Year course; 3 lecture hours. 6 Credits. Staff • Required of all freshmen. Intervals, primary triads and inversions, secondary triads, dominant seventh chord and inversions.

Music 113-114 Ear Training and Sight Singing Year course; 2 laboratory hours. 2 Credits. Staff • Required of all freshmen. Practice in sight reading and recording melodic and harmonic dictation.

Music 141-142 Music Literature Continuous course; 2 lecture hours. 2-2 Credits. Lawes • A listening course designed to acquaint the student with the major literature of the 18th and 19th centuries. This is primarily a course for music majors but others may enroll if approved by the teacher and their adviser.

Music 151-152, 251-252, 351-352, 451-452 Chorus Semester courses; 3 laboratory hours. 1, 1 Credit. Batty.

Music 153-154, 253-254, 353-354, 453-454 Orchestra and Band Semester courses; 3 laboratory hours. 1, 1 Credit. Cherry and Mirr.

Music 155-156, 255-256, 355-356, 455-456 Ensemble Semester courses; 2 or 3 laboratory hours. 1, 1 Credit. Staff • Vocal, String, Woodwind, Piano, or Brass.

Music 157, 158, 257, 258, 357, 358, 457, 458—Woman's Chorus Semester courses; 3 laboratory hours. 1, 1 Credit. Richard.

Music 173-174 Class Piano Semester courses; 1 laboratory hour. 1, 1 Credit. Staff • A course in basic skills for the beginner. Exercises to equalize the five fingers and develop tactile sense on the keys, reading in treble and bass clefs.

Music 177, 178 Instrumental Techniques Semester courses; 2 laboratory hours. 1, 1 Credit. Rouse and Tennant • First semester, emphasis is placed upon acquiring specific skill in playing the violin, viola, cello and/or string bass. Second semester, study of clarinet, flute, oboe and bassoon.

Music 203 Sight Reading 1 semester; 1 lecture. 1 Credit. Staff • A practical training in the art of accompanying vocal and instrumental music for advanced piano students. Students prepare classical and modern repertoire in cooperation with voice and instrumental students.

Music 204 Accompanying 1 semester; 1 lecture. 1 Credit. Staff • A practical course for singers and instrumentalists designed to develop facility in sight reading.

Music 211-212 Theory Year course; 3 lecture hours. 6 Credits. Staff • Accessory tones, secondary dominants, modulation, chromatic harmony, elementary counterpoint.

Music 213-214 Ear Training and Sight Singing Year course; 2 laboratory hours. 2 Credits. Staff • Practice in sight reading and recording melodic and harmonic dictation.

Music 231-232 Hymnology and Sacred Choral Literature Continuous course; 2 lecture hours. 2-2 Credits. Robinson and Batty • First semester: a study of the history of hymns and an analysis of what makes a good hymn; training in the performance of Gregorian and Anglican chanting. Second semester: Anthems, cantatas, and oratorios.

Music 243, 244 Appreciation of Music Semester courses; 3 lecture hours. 3, 3 Credits. Rouse • Designed to encourage intelligent listening and understanding of finer music from all periods. This course is not open to music majors.

Music 271E Music Instrument Repair Both semesters; 2 labs. 1 Credit. Boykin • A study of problems related to intonation and tone quality in band and orchestra instruments; the relationship of mouthpieces and reeds to intonation, emphasis on acquiring knowledge and skill in the care and repair of music instruments.

Music 273-274 Keyboard Harmony Year course; 2 laboratory hours. 4 Credits. Robinson • The application of basic harmony in exercises that are performed instead of written. Includes harmonization of melodies, realization of figured basses and the playing of cadence formulae. Prerequisite: Mus. 111 and 112.

Music 277, 278 Instrumental Techniques Semester courses; 2 laboratory hours. 1, 1 Credit. Tennant and Mirr • First semester, emphasis is placed upon acquiring specific skill in playing percussion instruments. Second semester, study of Cornet, French Horn, Trombone and/or Bass Horn.

Music 293, 294 Repertoire Semester courses; 1 lecture hour. 1, 1 Credit. Staff • Students meet and perform the material that they are studying for the benefit of the other students with criticism by the teacher.

Music 303-304 Piano Literature Year course; 2 semesters; 2 lectures. 4 Credits. Pfeifer • A survey of stringed keyboard literature. Historical, formal and stylistic considerations of the various periods and composers of keyboard music. Listening and reading assignments included.

Music 311-312 Counterpoint Year course; 3 lecture hours. 6 Credits. Cherry • Counterpoint in two, three and four parts. Invention and fugue writing.

Music 313-314 Advanced Ear Training and Sight Singing Year course; 2 laboratory hours. 2 Credits. Vlahcevic • Advanced Solfege: preparation and sight reading original works of the 20th Century composers. Admittance by audition only.

Music 331 Church Service Playing Second semester; 2 lecture hours. 2 Credits. Robinson • Training in organ accompaniments from piano scores; conducting from the console; improvisation.

Music 333-334 Organ Literature Continuous course; 1 lecture hour. 1-1 Credit. Robinson • A study of the design and construction of the organ, and a survey of organ music.

Music 341-342 History of Music I Year course; 2 lecture hours. 4 Credits. Lawes • A study of the development of music from ancient times through the Baroque period.

Music 371 Methods and Materials—Elementary Both semesters; 3 lecture hours. 3 Credits. Staff • Curriculum, materials and procedures for music instruction in the elementary and intermediate grades; supervision as related to the specialist teacher.

Music 372 Methods and Materials—Secondary Both semesters; 3 lecture hours. 3 Credits. Staff • Curriculum, materials and procedures as they apply to the development of the music program in the secondary schools. Problems of music administration-scheduling, staff, equipment, finances and public relations.

Music 377, 378 Advanced Instrumental Techniques Semester courses; 2 laboratory hours. 1, 1 Credit. Staff • First semester, wind instruments; second semester string instruments. The development of additional skill through ensemble performance. Emphasis upon rehearsal techniques and score reading.

Music 381-382 Conducting Semester courses; 1 lecture; 1 lab. 2, 2 Credits. Morris • Fundamental study of conducting patterns; development of skill and dexterity; second semester emphasis is on fundamentals of voice production as related to choral singing; study of breath control, resonance, and diction.

Music 394 Junior Recital—Arranged 1 Credit. Staff • At least one half of a recital to be presented from memory.

Music 411-412 Composition Year course; 2 lecture hours. 4 Credits. Cherry • Actual writing of music beginning with the phrase and advancing to two-part and three-part song forms and the sonatina. Prerequisite: two years of theory, one of harmonic analysis.

Music 421-422 Form and Analysis Year course; 2 lecture hours. 4 Credits. Cherry • A thorough study of the formal and harmonic structures of music, from the Bach Chorale to 20th Century practices. Prerequisite: At least two years of theory.

Music 423-424 Orchestration Continuous course; 2 lecture hours. 2-2 Credits. Mirr • First semester: Practice in writing for small combinations including chorus; second semester: Writing for full orchestra. Prerequisite: two years of theory.

Music 435 Liturgies First semester; 2 lecture hours. 2 Credits. Robinson • A brief history of liturgical forms with emphasis on the order of worship found in various faiths and denominations today. Also includes the planning of special services such as Christmas Eve, Thanksgiving, etc.

Music 436 Junior Choir Management Second semester; 2 lecture hours. 2 Credits. Batty • A study of the organizing and handling of junior choirs in a church program.

Music 437-438 Applied Sacred Music Year course. 2 Credits. Robinson • Actual experience in playing for services and/or conducting a church choir as a steady, regular job, supervised by the instructor. A position in a church is a prerequisite for this course.

Music 441-442 History of Music II Year course; 3 lecture hours. 6 Credits. Lawes • A study of the development of music from the 18th century to the present.

Music 443-444 Seminar in Music History Continuous course; 3 lecture hours. 3-3 Credits. Lawes • Assigned research in aspects of the history of music that are not covered in other courses. A course for history majors only, designed to prepare the student for teaching or graduate work in musicology.

Music 463-464 Vocal Pedagogy Year course; 2 lecture hours. 4 Credits. Batty • This is a study of physiological and psychological problems found in voice teaching.

Music 467-468 Piano Pedagogy Year course; 2 lectures. 4 Credits. Wuslich • A study of educational psychology and philosophy for teaching piano; includes methods and materials for private and class lessons. Supervised teaching. Student-teacher relationships.

Music 473-474 Advanced Keyboard Skills Semester courses. 1, 1 Credit. Robinson • Design to develop abilities in modulation, transposition, open-score reading and improvisation.

Music 476 School Music Administration and Supervision Second semester; 2 lecture hours. 2 Credits. Tennant • A study of problems related to the organization and administration of a comprehensive music program in the public schools.

Music 485 Music for Elementary Teachers Both semesters; 3 lecture hours. 3 Credits. Rouse • Development of understanding and knowledge of theory through sight singing, ear training, rhythmic, and creative experience. Basic skills in piano keyboard and in voice production will be emphasized.

Music 486 Music Literature for Children Second semester; 3 lecture hours. 3 Credits. Rouse • Designed for elementary classroom teachers. Instructional materials, music literature, and teaching aids in vocal music for use with children in the elementary school. Prerequisite: Music 485, or equivalent.

Music 488 Music Education Seminar. Both semesters. 2 Credits. Tennant • Independent investigation of problems in music education.

Music 491 Advanced Vocal Conducting First semester; 2 laboratory hours. 1 Credit. Batty • Prerequisite: Music 381. Study and conducting of advanced choral works, oratorios, and cantatas. Experience in conducting.

Music 494 Graduation Recital—Arranged 2 Credits. Staff • A complete recital must be presented from memory.

Evening College Course

See the Evening College Bulletin for complete information on the evening course listed below:

Music 487E Rhythms for Elementary-Age Children 3 Credits.

SCHOOL OF NURSING

**DEGREE PROGRAM
FOR REGISTERED NURSES**

**2-YEAR TRANSFER PROGRAM
FOR HIGH SCHOOL GRADUATES**

SCHOOL OF NURSING

EVELYN C. BACON, Director

Lillian Hawthorne / Katherine R. McKinney

PHILOSOPHY

The ever-widening opportunities and responsibilities in nursing require that breadth and depth of knowledge and skill be increased in order to meet the nursing needs of individuals, families, and communities.

The faculty believes its function is the building of an educational environment that will provide the student with the opportunity to develop those understandings, skills, attitudes and knowledge that are necessary to provide nursing care for people in our present and future society. We believe that respect for the integrity of the individual and his needs is fundamental to our democratic society. As a member of this society, the professional nurse fulfills her responsibility through participation in the health care of people. Health care includes care and rehabilitation of the sick and injured, maintenance and promotion of individual and family health, and participation in community planning for the provision of health care.

OBJECTIVES

The School of Nursing subscribes to the general purpose of the Institution. (see page 12)

In the professional area, the School seeks:

- (1) to develop an awareness of the need for change and the desire to solve the problems that develop as a result of such change;
- (2) to acquire an understanding of the principles fundamental to professional nursing practice in a changing world society;
- (3) to develop skill in critical evaluation of nursing practice in the light of social change;
- (4) to develop and deepen the nursing skills the individual brings to patient care; and
- (5) to provide the foundation for graduate work and stimulate interest in further education in order to meet more adequately the health needs of people.

In order to accomplish these objectives, the School of Nursing offers programs in the following areas:

Bachelor of Science Degree in Nursing for Registered Nurses

Two-year Transfer Program for high school graduates

In addition The School of Nursing acts as the coordinator for courses offered to first year students in the five diploma schools of nursing in the Richmond

Area. These courses are in Biology, Chemistry, Sociology, Psychology and English.

Richmond Professional Institute holds membership in the Council of Member Agencies of the National League for Nursing.

B.S. DEGREE PROGRAM (FOR REGISTERED NURSES)

This program is for the Registered Nurse who does not hold a Bachelor of Science in Nursing Degree. The curriculum is organized to broaden and deepen the nurse's concepts and practice of nursing. Upon completion of the following degree requirements the candidate is awarded a Bachelor of Science degree. Graduates of this program are prepared for first-level positions in nursing in hospitals and health agencies.

Admission Requirements

In addition to the general requirements for admission, found on page 20 of this catalogue, the applicant to this program must be graduated from an approved school of nursing and currently registered, preferably in the state in which she expects to practice. Two copies of the school of nursing transcript should be sent to the Office of Admissions at the time of application. This transcript should include NLN Achievement Test results (if taken by applicant) and the State Board Test scores. The Graduate Nurse Exam must be taken prior to admission or during the first semester of enrollment in the School.

Advance Placement

Performance on the NLN Achievement Tests (if taken by the applicant), State Board Examinations and NLN Graduate Nurse Examination together with the transcript from the school of nursing attended by the applicant will provide the basis for determining credit for advance placement. (See Admission of Transfer Students page 23)

Degree Requirements (Suggested Time Plan)

	Credits	
	1st Sem.	2nd Sem.
First Year		
Diploma or Associate Degree School of Nursing-----		0-30
Second Year		
Biology 101-102. General Biology -----	4	4
English 101-102. Composition & Literature -----	3	3
History 101-102. History of Europe -----	3	3
Psychology 201-202. General Psychology -----	3	3
Sociology 201-202. General Sociology -----	3	3
	<hr/>	<hr/>
	16	16

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
English 201-202. Western World Literature	3	3
Phys. Science 206. Survey of Physical Science	3	-
Psychology 303. Mental Hygiene	3	-
Education 301. Human Growth and Development	3	-
Nursing 381. Nursing in Society	2	-
Nursing 340. Nutrition	3	-
Nursing 330. Professional Nursing Practice	-	9
Electives (300-400 level)	-	3
	<hr/> 17	<hr/> 15
<i>Fourth Year</i>		
Education 404. Foundations of Education	3	-
Nursing 410. Public Health Science	3	-
Nursing 411. Personnel Relationships	3	-
Nursing 412. Public Health Nursing Practice	-	9
Nursing 430. Nursing Science Seminar	-	3
Electives (300-400 level)	6	3
	<hr/> 15	<hr/> 15

Candidates for the degree Bachelor of Science in Nursing must complete a minimum of 124 credits and meet the general requirements on pages 48-49. This program may be accelerated by the use of summer sessions and course overload if the student meets the requirements found on page 49.

TWO-YEAR TRANSFER PROGRAM (for high school graduates)

Two pre-clinical years only.

This program is offered to meet the needs of students entering a collegiate school of nursing requiring two years of pre-clinical work for admission.

The student who selects this program should have already chosen the college or university school of nursing where she will complete her professional work. She should secure, in writing, the approval by that institution of the program offered at V.C.U.

Admission requirements are the same as those found on page 22. High school subject requirements are the same as for Arts and Sciences.

Curriculum	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Eng. 101-102. Composition and Literature -----	3	3
Hist. 101-102. History of Europe -----	3	3
Bio. 101-102. General Biology -----	4	4
Chem. 101-102. Chemistry and Qual. Analysis -----	4	4
Math. 103. Freshman Mathematics -----	3	-
Physical Education -----	1	1
	<hr/> 18	<hr/> 15
<i>Second Year</i>		
Eng. 201-202. Western World Literature -----	3	3
Psy. 201-202. General Psychology -----	3	3
Socio. 201-202. General Sociology -----	3	3
Bio. 303. Bacteriology -----	4	-
Bio. 205. Elements of Human Anatomy -----	4	-
Bio. 206. Human Physiology -----	-	4
Nursing 340. Nutrition -----	-	3
Physical Education -----	1	1
	<hr/> 18	<hr/> 17

COURSES IN NURSING

Nurs. 104 Nutrition Second semester; 3 lecture hours. 3 Credits. Staff • The fundamental principles of normal nutrition and their application in promoting growth and maintaining health; modification of these diets to meet the needs of persons with common pathological conditions. Not applicable toward a B.S. degree in Nursing.

Nurs. 330 Professional Nursing Practice Both semesters; 4 lecture and 10 laboratory hours. 9 Credits. McKinney • A course designed to increase the competency of the student as a professional nurse. Emphasis is directed toward developing the knowledge, skills and attitudes needed for participation in comprehensive nursing care. Laboratory experience is provided in a number of clinical settings to help broaden the nurse's understanding of the physiological and psycho-social reactions to illness and how the adult can be assisted to attain and maintain maximum health.

Nurs. 340 Fundamentals of Nutrition Both semesters; 3 lecture hours. 3 Credits. Staff • Basic principles of human nutrition and how such principles are utilized in the prevention of illness and the promotion of a high level of personal health. Consideration is given to the physical, psychological, social and economic factors which influence the implementation of a sound nutrition program for both the individual and the family.

Nurs. 381 Nursing in Society Both semesters; 2 lecture hours. 2 Credits. Bacon • A study of the historical, philosophical and social foundations of nursing with emphasis on the effects of social change upon the profession of nursing.

Nurs. 410 Public Health Science Both semesters; 3 lecture hours. 3 Credits. Hawthorne • A study of the field of public health with emphasis on environmental health, public health administration, epidemiology and bio-statistics and their importance in public health practice. Resources of local and state health agencies are used as needed.

Nurs. 411 Personnel Relationships Both semesters; 3 lecture hours. 3 Credits. Bacon • Problems of administration and supervision at the staff-nurse level with emphasis upon the nurse's relationships with all personnel who contribute to the patient care.

Nurs. 412 Public Health Nursing Practice Both semesters; 3 lecture hours, 12 laboratory hours. 9 Credits. Hawthorne • The philosophy and fundamental principles of public health nursing, including the historical development as well as current trends in public health practice and the nurse's responsibility in the various services of official and voluntary health agencies. Supervised clinical experience in an official or voluntary health agency enables the student to develop skills in the practice of public health nursing.

Nurs. 430 Nursing Science Seminar Both semesters; 3 conference hours. 3 Credits. Bacon and Staff • Study of a special problem in nursing care is carried out by the student. Staff members assist in supervision of the study with the student presenting the various phases of development of the project to the seminar. Resources of the institution and the Richmond area are used as needed.

**SCHOOL OF
OCCUPATIONAL THERAPY**

UNDERGRADUATE PROGRAM

POST-GRADUATE PROGRAM

GRADUATE PROGRAM

SCHOOL OF OCCUPATIONAL THERAPY

CORNELIUS A. KOOIMAN, Director

ELEANOR V. WOLFE, Assistant Director

Clark Sabine / Dorothy Saxton / H. Dwyer Dundon

Occupational therapy is the scientific application of any purposeful activity, mental or physical, administered by a trained therapist for the purpose of hastening the patient's recovery from disease or injury. Patients are referred by a physician.

Occupational Therapy is used in mental hospitals and clinics: rehabilitation centers; curative workshops; orthopedic, general and children's hospitals; hospitals and schools for crippled children; hospitals and schools for the blind and deaf; tuberculosis sanatoria; penal institutions; and home service programs. Trained occupational therapists serving in military hospitals are commissioned officers.

The Virginia Commonwealth University program is approved by the American Occupational Therapy Association and is accredited by the Council on Medical Education of the American Medical Association and leads to eligibility for registration in the American Occupational Therapy Association.

Requirements for Admission • An applicant for admission to the School of Occupational Therapy must be a graduate of an accredited high school with a "C+" or above average.

It is desirable for students pursuing a program in occupational therapy to have included in their high school work courses in chemistry or physics and biology. Foreign language is also desirable.

All candidates are required to present evidence of good character, general physical fitness and emotional stability.

The College reserves the right to refuse admission to the courses in Occupational Therapy or to require the withdrawal of a student or to withhold the degree or certificate if, in the opinion of the authorities, the applicant is not adapted to the academic or clinical program. A battery of tests may be administered after the student is enrolled.

A personal interview is required for all college graduates and transfer students. If distance prevents the applicant from coming to Richmond, arrangements may be made to have the interview with a qualified occupational therapist selected by this school near the student's own home.

The School of Occupational Therapy offers three programs:

1. A curriculum leading to the degree Bachelor of Science in Occupational Therapy, which requires the completion of a minimum of 125 credits of course work, plus nine months of clinical affiliation.
2. Certificate Program in Occupational Therapy Candidates for this program must hold a bachelor's degree from an accredited college or university. Student must have completed 12 semester hours in psychology; 6 semester hours in sociology; 6 semester hours in biology; 6 semester hours in art. This program is a three-semester course plus eight months of clinical experience.
3. Master's degree program. This program leads to the degree, Master of Science in Occupational Therapy. It has the same requirements for admission as Number 2 above. This program is four semesters in length including a thesis, plus eight months of clinical experience.

For additional information on Numbers 2 or 3 above, write: Coordinator, Graduate Program, School of Occupational Therapy.

Curriculum Leading to the Degree Bachelor of Science in Occupational Therapy

	Credits	
	1st	2nd
<i>First Year</i>	<i>Sem.</i>	<i>Sem.</i>
CR 111-112. Applied Design -----	2	2
Biol. 101-102. General Biology -----	4	4
Eng. 101-102. Composition and Literature -----	3	3
O.T. 102. Survey of Occupational Therapy -----	2	-
O.T. 111. General Crafts -----	-	2
Psych. 101-102. General Psychology -----	3	3
Physical Education -----	1	1
	<hr/> 15	<hr/> 15
<i>Second Year</i>		
CR 255. Ceramics -----	-	2
CR 259. Woodworking -----	3	-
CR 309. Weaving -----	-	2
Biol. 206. Physiology -----	4	-
Eng. 201-202. Literature -----	3	3
O.T. 201. Clinical Observation -----	2	-
Psych. 304. Developmental Psychology -----	-	3
Soc. 201. General Sociology -----	3	-
Soc. 333. Introductory Anthropology -----	-	3
Physical Education -----	1	1
Electives -----	-	3
	<hr/> 16	<hr/> 17

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Biol. 307. Anatomy and Kinesiology of Human -----	6	-
Biol. 429. Neuroanatomy -----	-	3
O.T. 216. Therapeutic Modalities -----	3	-
O.T. 301. Preventive Occupational Therapy -----	-	3
O.T. 302. Evaluative Measures in O.T. -----	-	3
O.T. 312. Pediatrics -----	-	2
O.T. 317. Group Process -----	2	-
O.T. 332. Medical Lectures I -----	2	-
Psych. 409. Psychology of Personality -----	3	-
Electives -----	-	5
	<hr/> 16	<hr/> 16
<i>Fourth Year</i>		
O.T. 401. Theory in Psychosocial Dysfunction -----	-	3
O.T. 402. Theory in Physical Dysfunction -----	3	-
O.T. 404. Rehabilitation -----	-	3
O.T. 406. Directed Studies in Occupational Therapy -----	2	-
O.T. 412. Advanced Physical Disabilities -----	-	3
O.T. 433. Medical Lectures II -----	2	-
O.T. 434. Medical Lectures III -----	-	2
O.T. 435E. Psychiatry -----	2	-
Psych. 311. Introduction to Statistics -----	3	-
Electives -----	4	5
	<hr/> 16	<hr/> 16

COURSES IN OCCUPATIONAL THERAPY

O.T. 102 Survey of Occupational Therapy Both semesters; 2 lecture hours. Prerequisite: Consent of Instructor. 2 Credits. Kooiman • History, development, and function of occupational therapy. The contemporary scene.

O.T. 111 General Crafts Both semesters; 4 laboratory hours. 2 Credits. Wolfe • This course is designed to give the student a working knowledge of basic processes in various minor crafts with a view of physical and psychological involvement in activity. Lab. Fee \$2.50.

O.T. 201 Clinical Observation Both semesters. 1 seminar and 4 laboratory hours. 2 Credits. Saxton • Assignment in selected occupational therapy clinics for observation of patient treatment. Introduction to medical terminology.

O.T. 216. Therapeutic Modalities First semester; 1 lecture and 4 laboratory hours. Prerequisite: CR 259. 3 Credits. Sabine • Orientation to techniques and equipment used to foster independence and adjustment to disability; activities of daily living, orthotics and adapted equipment.

O.T. 301 Preventive Occupational Therapy Second semester; 3 lecture hours. Prerequisite: O.T. 332. 3 Credits. Staff • Theory of occupational therapy with general medical conditions, pediatrics, cerebral palsy, disabilities, geriatrics, etc.

O.T. 302 Evaluative Measures in Occupational Therapy Second semester; 1 lecture and 4 laboratory hours. Prerequisites: O.T. 216, Biol. 307. 3 Credits. Staff • Practice in performance and interpretation of standard measures of disability evaluation used in occupational therapy. Field work included.

O.T. 312 Pediatrics Second semester; 1 lecture, 2 laboratory hours. Prerequisites: Junior standing occupational therapy major. 2 Credits. Wolfe • Basic Art and Craft activities and perceptual readiness skills are studied. Laboratory fee \$2.50.

O.T. 317 Group Process First semester; 4 laboratory hours. Prerequisites: Junior standing occupational therapy major. 2 Credits. Staff • Study of group interaction processes and interpersonal relationships dynamics, with special emphasis on the awareness of understanding self in the use of group techniques in occupational therapy.

O.T. 332 Medical Lectures I First semester; 2 lecture hours. Prerequisites: Biol. 206, concurrent with Biol. 307. 2 Credits. Harlan • Study of variety of general medical symptoms, etiology and treatment.

O.T. 401 Theory in Psychosocial Dysfunction Both semesters; 3 lecture hours. Prerequisite: O.T. 317; 9 credits in psychology, psychiatry. 3 Credits. Wolfe • Applications of the principles of occupational therapy to neuropsychiatric conditions.

O.T. 402 Theory in Physical Dysfunction Both semesters; 3 lecture hours. Prerequisite: Senior standing occupational therapy major. 3 Credits. Sabine • This course deals with the application of occupational therapy techniques in the treatment of patients with physical injuries or disabilities. It includes the general aims of occupational therapy in contributing to the total adjustment of the patient with a physical disability and the specific principles of treatment.

O.T. 404 Rehabilitation Second semester; 3 lecture hours. Prerequisites: Senior standing O.T. major. 3 Credits. Sabine • General principles of rehabilitation. A survey of public and private agencies taking part in rehabilitation. The function of agencies is covered as well as methods in which services are rendered. Principles of work evaluation. Includes principles and practice of job analysis, and organization and administration of an occupational therapy department.

O.T. 406 Directed Studies in Occupational Therapy Both semesters; hours arranged. Prerequisite: Senior standing occupational therapy major and consent of instructor. 2 Credits. Staff • Independent reading, seminar discussion, research methods, observation and/or clinical experience.

O.T. 411 Advanced Theory in Psychosocial Dysfunctions Second semester; 2 lecture and 2 laboratory hours. Prerequisite: O.T. 401. 3 Credits. Staff • Advanced theory, application of media and techniques for specific psychosocial dysfunctions.

O.T. 412 Advanced Theory in Physical Dysfunctions Second semester; 2 lecture and 2 laboratory hours; prerequisites: O.T. 402. 3 Credits. Sabine • Advanced theory, application of media and equipment for specific physical dysfunctions.

O.T. 433 Medical Lectures II First semester; 2 lecture hours. Prerequisite: Senior standing O.T. student. 2 Credits. Hakala-Tucker • Study of neurological and orthopedic conditions from the standpoint of etiology, prognosis, clinical signs and symptoms, and treatments.

O.T. 434 Medical Lectures III Second semester; 2 lecture hours. Prerequisite: O.T. 433. 2 Credits. Park • Physical Medicine and Rehabilitation treatment of major diagnostic entities.

O.T. 435E Psychiatry First semester; 2 lecture hours. Prerequisites: Senior standing occupational therapy major. 2 Credits. Morbitzer • A study of personality development, ego defenses, and mental disorders. Etiology, prognosis, and treatment of mental disorders, including psychopathology.

O.T. 465-466-467 Clinical Affiliation 9 Credits. Saxton • Full time for a minimum of nine months following the academic portion of either program. Practical experience under the supervision of registered therapist in approved training centers arranged by the School. This includes:

- 3 months—physical dysfunction
- 3 months—psycho-social dysfunction
- 3 months—general

Upon satisfactory completion of all affiliations the student is awarded a certificate in Occupational Therapy and is eligible to write the examination for professional registration conducted by the American Occupational Therapy Association upon recommendation of the school. The student must begin the clinical program within one year after he completes the requirements for the bachelor's degree, and complete the nine months' training within two years to be eligible for a certificate.

**SCHOOL OF
REHABILITATION COUNSELING**

GRADUATE PROGRAM

SCHOOL OF REHABILITATION COUNSELING

WADE O. STALNAKER, Director

Keith C. Wright / Thomas K. White / John G. Cull / John D. Hutchinson

Part-Time—Robert L. Brocklehurst, Jr. / S. James Cutler

Alfred A. Dofflemeyer / James B. Funkhouser, M.D. / John B. Herring, M.D.

Ann F. Houston / Charles H. Merritt / C. C. Smith, M.D.

The School of Rehabilitation Counseling in Virginia Commonwealth University was established in 1955 to provide graduate training in rehabilitation counseling. The graduate program in rehabilitation counseling prepares prospective rehabilitation counselors for employment in the state-federal vocational rehabilitation programs, public and private agencies, hospitals, clinics, rehabilitation centers, tuberculosis sanatoria, sheltered workshops, adjustment centers, public welfare agencies, and other agencies serving handicapped individuals. It also provides advanced training for persons presently employed in agencies and facilities providing services for the handicapped.

Emphasis is placed on professional and technical training in developing skills and knowledge necessary for effective rehabilitation counseling and placement of the handicapped. The variety of activities performed by rehabilitation counselors necessitates a program highly diversified in character. In addition to the development of a broad understanding of human behavior, emphasis is placed upon techniques of vocational appraisal and adjustment, individual counseling, interprofessional relations, and use of community resources in facilitating rehabilitation of the handicapped.

The graduate program of study leads to the degree of Master of Science in Rehabilitation Counseling. A limited number of Federal Traineeship Grants are available to qualified students.

The School of Rehabilitation Counseling issues a separate catalogue describing in full the degree requirements and courses offered. A copy of this catalogue will be sent on request. Address the Director of the School of Rehabilitation Counseling, 901 West Franklin Street, Richmond, Virginia.

COURSES IN REHABILITATION COUNSELING

R.C. 425 Introduction to Rehabilitation—Designed to give the student a comprehensive overview of the rehabilitation process, this course considers historical and legal aspects of rehabilitation, incidence and disability, the client-study process, and professional problems. Special attention is devoted to rehabilitation counseling as a profession and to the rehabilitation counselor as a professional person. 3 Credits.

R.C. 433 Directed Readings in Rehabilitation—For students who need strengthening in one of the core areas of rehabilitation counseling, i.e., the educational, medical, psychological, social, or vocational areas. With the assistance and supervision of a faculty member, the student undertakes a survey research project involving extensive use of library facilities. A concentration of work in the student's own individual areas of need is required. The study experience must be synthesized in a paper, and an oral examination before a faculty committee must be passed. 3 Credits.

R.C. 439 Current Problems in Rehabilitation—A study of developments and implications resulting from rehabilitation research and demonstration activities. Agency problems related to staff improvement and expansion of rehabilitation services and facilities will also be considered as well as reviews of specific disability problems and trends in rehabilitation. 3 Credits.

R.C. 605 History and Philosophy of Rehabilitation 3 Credits.

R.C. 607 Community Resources 3 Credits.

R.C. 611-612 Rehabilitation Counseling (Principles, Methods, and Techniques)
3-6 Credits.

R.C. 623 Occupational Information, Job Analysis, and Placement 3 Credits.

R.C. 625 Measurement and Evaluation in Rehabilitation 3 Credits.

R.C. 633 Rehabilitation Case Studies 3 Credits.

R.C. 637-638 Introduction to Field Experience for Rehabilitation Counselors
3-6 Credits.

R.C. 640-641 Medical Information for Rehabilitation Counselors 3-6 Credits.

R.C. 642 Psychiatric Information for Rehabilitation Counselors 3 Credits.

R.C. 651 Seminar in Promotional Aspects of Rehabilitation 3 Credits.

R.C. 654 Seminar in Special Problems in Rehabilitating the Handicapped
3 Credits.

R.C. 655-656 Seminar in Rehabilitation 3-6 Credits.

R.C. 657-658 Seminar in Audiology in Rehabilitation 3-3 Credits.

R.C. 659 A Survey of Rehabilitation of the Blind and Visually Handicapped

R.C. 666 Supervised Clinical Practice 8 Credits.

R.C. 672 Research in Rehabilitation 3-6 Credits.

R.C. 681-689 Institutes or Workshops Arranged.

SCHOOL OF SOCIAL SCIENCE

JOURNALISM

LAW ENFORCEMENT

RECREATIONAL LEADERSHIP

**SOCIOLOGY AND
SOCIAL WELFARE**

GRADUATE PROGRAM

SCHOOL OF SOCIAL SCIENCE

LOIS WASHER, Chairman

William A. Bechtel / I. Douglass Brown / Martin P. Chworowsky
Carroll R. Hormachea / Estelle S. Jackson / Deitrich Luth / Marion A. Moody
Jean A. Moorefield / Margaretta R. Neumann / Leonard G. Pasierb
James L. Ward / Ruth J. Watson

Part-Time—Stephen J. Grabinski / J. Edward Grimsley / Jack R. Hunter
Toy F. Watson / Sarah White

The purpose of the School of Social Science is to give the student an inquiring, scientific attitude toward, and a better understanding of, the social life of man and to prepare students for immediate employment and/or admission to graduate programs in related areas.

The School offers four four-year degree programs, each of which leads to a Bachelor of Science degree:

Journalism
Law Enforcement
Recreational Leadership
Sociology and Social Welfare

In addition, the School offers a two-year Associate Degree program in Law Enforcement.

A graduate program leading to the Master of Science degree in Sociology is described in the Graduate Bulletin, available upon request to the Director of Admissions.

Graduate study in social work is offered in the Graduate School of Social Work.

The School offers many courses which are available to students majoring in all other schools and departments.

JOURNALISM

JACK R. HUNTER, Acting Head of the Department

The Department of Journalism offers a four-year curriculum designed to give the student a broad background in the social sciences as well as professional competence in reporting, writing, and editing. Several faculty members serve on the staffs of local newspapers.

Special programs may be arranged individually for students whose interests lie in such fields as public relations, rural or community journalism, or photo-journalism. Programs of study can be arranged for transfer students who have completed two years of liberal arts courses at other colleges. Also, through the cooperation of the various departments of the School of Art, students in these departments may combine their artistic talents and interests with writing

and thus prepare themselves for positions as assistant art editors, advertising and layout artists, book and magazine designers and illustrators.

All journalism students are required to perform news, editorial, feature, photographic and advertising work on the school newspaper *The Proscript*.

Students are given the opportunity to work, under supervision of part-time faculty members, with the reporters on the daily newspapers of general circulation for the city and county, all of whom are men or women with professional experience. Thus laboratory practice is combined with work in the classrooms. Skill in typewriting is required before the student enters the junior year.

The department endeavors to aid students in obtaining positions after graduation in newspaper, magazine, trade publications, and house organs; in publicity, public relations, radio and newspaper advertising; and in teaching at the secondary level in the public schools.

Candidates for the degree Bachelor of Science in Social Science with a major in Journalism are required to complete a minimum of 126 credits as indicated in the curriculum outline.

Curriculum in Journalism

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Advertising 101. Principles of Advertising -----	3	—
Biology 101-102.* General Biology -----	4	4
English 101-102. Composition and Literature -----	3	3
History 101-102. History of Europe -----	3	3
Journalism 203-204. News Reporting -----	3	3
Sociology 201. General Sociology -----	—	3
	—	—
	16	16
<i>Second Year</i>		
Journalism 301-302. Basic Photo Journalism -----	3	3
English 201-202. Western World Literature -----	3	3
Foreign Language (French or German) -----	3	3
History 201-202. American History -----	3	3
Journalism 101-102. History and Principles of Journalism	3	3
Political Science 201-202. American Government -----	3	3
	—	—
	18	18

* Another physical laboratory science may be substituted with adviser's approval.

	Credits	
	1st Sem.	2nd Sem.
<i>Third Year</i>		
Economics 201-202. Principles of Economics -----	3	3
Journalism 303-304. Advanced Reporting -----	3	3
Journalism 308. Communications Law -----	-	3
Journalism 313-314. Proscript Laboratory (or equivalent)	2	2
Journalism 407. Newspaper Management -----	3	-
Electives (approved by adviser) -----	3-4	3-4
	<hr/> 14-15	<hr/> 14-15
<i>Fourth Year</i>		
Journalism 305. Copy Editing -----	3	-
Journalism 306. Newspaper Make-up -----	-	3
Journalism 413-414. Proscript Laboratory (or equivalent)	2	2
Electives (approved by adviser) -----	10	10
	<hr/> 15	<hr/> 15

LAW ENFORCEMENT

CARROLL R. HORMACHEA, Adviser

The Law Enforcement Program is designed to prepare young men and women for professional careers on the municipal, state, and federal level. Students may also choose to pursue a career in industrial security or law enforcement in the military service. The program offers to the in-service police officer an opportunity to pursue further education as a means of enhancing his career.

Students are given a broad general education in the Social Sciences as well as professional law enforcement courses. This program is not intended to take the place of a basic police academy and its technical courses.

Two courses of study are offered: the Associate in Arts (two years—62 semester credits), and the Bachelor of Science (four years—126 semester credits). The Associate degree is fully transferrable into the bachelor's degree program. Students wishing to transfer from other institutions offering similar courses of study will be considered for admission.

Two Year Curriculum*

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102.** General Biology -----	4	4
English 101-102. Composition and Literature -----	3	3
Law Enf. 209. Introduction to Law Enforcement -----	3	-
Law Enf. 215-216. Police Organization and Administration -----	3	3
Math 105. Basic Mathematics -----	3	-
Soc. 201. General Sociology -----	-	3
Psych. 201. General Psychology -----	-	3
	<hr/>	<hr/>
	16	16
<i>Second Year</i>		
History. Virginia History -----	-	3
Law Enf. 340. Criminal Investigation -----	-	3
Law Enf. 360E. Criminal Law -----	-	3
Pol. Sci. 201-202. American Government -----	3	3
Psych. 304. Developmental Psychology -----	-	3
Soc. 309. Social Problems in the U.S. -----	3	-
Soc. 331. Introduction to Juvenile Delinquency -----	3	-
Soc. 403. Criminology -----	3	-
Electives*** -----	3	-
	<hr/>	<hr/>
	15	15

* Police Officers on active duty will be excused from any physical education requirement. Other students must take 1 credit in physical education each semester.

** Another physical laboratory science may be substituted with adviser's approval.

*** All electives are subject to adviser's approval.

Four Year Curriculum

	Credits	
	1st	2nd
	Sem.	Sem.
<i>First Year</i>		
Biol. 101-102.** General Biology -----	4	4
Eng. 101-102. Composition and Literature I & II -----	3	3
Law Enf. 209. Introduction to Law Enforcement -----	-	3
Math. 105. Basic Mathematics -----	3	-
Pol. Sci. 201, 202. American Government -----	3	3
Soc. 201. General Sociology -----	3	-
Speech 121. Effective Speech -----	-	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
Eng. 201, 202. Western World Literature -----	3	3
Hist. 201, 202. American History -----	3	3
Law Enf. 215-216. Police Organization & Administration -----	3	3
Law Enf. 340. Criminal Investigation -----	-	3
Psych. 201. General Psychology -----	-	3
Soc. 309. Social Problems in the United States -----	3	-
Soc. 331. Introduction to Juvenile Delinquency -----	3	-
Physical Education -----	1	1
	<hr/> 16	<hr/> 16
<i>Third Year</i>		
Bus. 325. Business Writing -----	-	3
D. E. 401. Supervision and Human Relations -----	3	-
Law Enf. 360. Criminal Law -----	-	3
Law Enf. 371. Forensic Science -----	3	-
Law Enf. 375. Criminal Procedure and Evidence -----	3	-
Pol. Sci. 314. Constitutional Law -----	-	3
Psych. 304. Developmental Psychology -----	-	3
Soc. 319. Social Control -----	3	-
Soc. 403. Criminology and Penology -----	3	-
Soc. 422. Minority Groups -----	-	3
	<hr/> 15	<hr/> 15

** Another physical laboratory science may be substituted with adviser's approval.

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Fourth Year</i>		
Law Enf. 407. Industrial and Retail Security -----	3	-
Law Enf. 415. Traffic Planning and Management -----	3	-
Law Enf. 450. Seminar in Law Enforcement -----	-	3
Law Enforcement Electives* -----	3	3
Psych. 407. Criminal Psychology and Delinquency -----	3	-
Psych. 409. Psychology of Personality -----	-	3
Electives* -----	3	6
	<hr/> 15	<hr/> 15

RECREATIONAL LEADERSHIP

MARION A. MOODY, Adviser

The purpose of this program is to train leaders and supervisors of recreational activities in all types of agencies. The term "recreational leadership" is defined broadly to include music, arts and crafts, story telling and dramatics, reading and creative writing, camping, nature and outdoors, social recreation, sports, friendship clubs, hobby groups and recreational therapy. Activities considered as recreational cut across almost all fields of human activity. Many employing agencies—Boy and Girl Scouts, boys' clubs, Y. M. C. A.'s and Y. W. C. A.'s, hospitals, community centers, municipal departments of recreation, churches, correctional institutions, and the armed services—stress a broad program of activities with a major emphasis on administration, supervision of volunteers, and helping the individual with his interpersonal relationships in groups. Many community agencies offer part-time paid training employment to qualified students in this program. (Students primarily interested in physical recreation, see physical education curriculum.)

The four-year curriculum in Recreational Leadership leads to the degree Bachelor of Science in Social Science. Candidates for the degree are required to complete a minimum of 126 credits.

* All electives are subject to adviser's approval.

	Credits	
	1st	2nd
First Year	Sem.	Sem.
Biology 101-102. General Biology (or Program elective skills in Crafts, Dance, Dramatics, or Physical Education) -----	7	4
English 101-102. Composition and Literature -----	3	3
History 101-102. (European) or History 201-202 (American) -----	3	3
Recreation 302. Leisure Time Today -----	-	3
Sociology 105-106. Survey of Social Science -----	3	3
Physical Education -----	1	1
	17	17
Second Year		
English 201-202. Western World Literature -----	3	3
Program elective skills* -----	3	-
Psychology 201. General Psychology -----	3	-
Recreation 305. Social Recreation -----	3	-
Recreation 306. The Field of Recreation and Group Work -----	-	3
Recreation 310. Organized Camping -----	-	3
Sociology 201-202. General Sociology -----	3	3
Elective* -----	-	3
Physical Education -----	1	1
	16	16
Third Year		
Program elective skills -----	3	3
Psychology electives* -----	3	3
Recreation 307. Community Recreation -----	3	-
Sociology electives* -----	3	3
Electives* -----	3	6
	15	15
Fourth Year		
Program elective skills* -----	3	-
Recreation 405-406. Group Leadership -----	3	3
Recreation 411-412. Directed Practice in Community Agencies -----	3	3
Recreation 418. Administration in Recreation Agencies --	-	3
Sociology electives* -----	3	3
Electives* (Academic) -----	3	3
	15	15

* All electives are subject to adviser's approval.

SOCIOLOGY AND SOCIAL WELFARE

LOIS WASHER, Adviser

The Department of Sociology and Social Welfare has three objectives:

First, to give the student an inquiring, scientific attitude toward, and a better understanding of, the social life of man.

Second, to prepare students to enter positions in social welfare, particularly those obtained through civil service examinations, as in public welfare, probation and parole; in teaching social studies in high school; and in research and other allied fields in private industry, business and government.

Third, to prepare students for admission to graduate schools of sociology and social work for further training.

In addition to the technical courses, the department offers general courses for students majoring in other departments and schools.

For sociology and social work courses on the graduate level, refer to the Graduate Bulletin.

The four-year curriculum leads to the degree Bachelor of Science in Social Science. Candidates for the degree are required to complete a minimum of 126 credits.

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Biology 101-102.** General Biology -----	4	4
English 101-102. Composition and Literature -----	3	3
Foreign Language* or Mathematics or electives -----	3	3
History 101-102 (European) or History 201-202 (American)	3	3
Sociology 105-106. Survey of Social Science or Sociology 201-202. General Sociology -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Second Year</i>		
English 201-202. Western World Literature -----	3	3
Foreign Language, Recreational Leadership, or electives* --	3	6
Political Science 201-202. American Government -----	3	3
Psychology 201. General Psychology -----	3	-
Sociology 201-202. General Sociology, or electives -----	3	3
Physical Education -----	1	1
	<hr/> 16	<hr/> 16

* All electives are subject to adviser's approval.

** Another physical laboratory science may be substituted with adviser's approval.

Major: Sociology

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Third Year</i>		
Psychology electives (300-400 courses)* -----	3	3
Sociology 403. Criminology and Penology -----	3	-
Sociology 416. Social Statistics or Sociology 420. Research Methods in Social Sciences-----	-	3
Sociology electives (300-400 courses)* -----	3	3
Electives (300-400 courses)* -----	6	6
	<hr/> 15	<hr/> 15

Fourth Year

Sociology 411-412. Directed Practice in Community Agencies -----	3	3
Sociology 401-402. Sociology Theory -----	3	3
Sociology 421. Social Stratification -----	3	-
Sociology elective (300-400 courses)* -----	-	3
Electives (300-400 courses)* -----	6	6
	<hr/> 15	<hr/> 15

Major: Social Welfare

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Third Year</i>		
Psychology electives (300-400 courses)* -----	3	3
Sociology 331-332. Introduction to Juvenile Delinquency and Treatment and Prevention of Juvenile Delinquency or Sociology 403-404. Criminology and Penology -----	3	3
Sociology 317. Introduction to Social Work -----	3	-
Sociology 301. Child Welfare -----	-	3
Sociology 303. Interviewing -----	3	-
Electives (300-400 courses)* -----	3	6
	<hr/> 15	<hr/> 15

* All electives are subject to adviser's approval.

	Credits	
	1st Sem.	2nd Sem.
Fourth Year		
Sociology 411-412. Directed Practice in Community		
Agencies -----	3	3
Sociology 405-406. Group Leadership -----	3	3
Sociology electives (300-400 courses)* -----	3	3
Electives (300-400 courses)* -----	6	6
	<hr/> 15	<hr/> 15

GRADUATE PROGRAM IN SOCIOLOGY

A graduate program leading to the Master of Science degree in Sociology is described in the Graduate Bulletin, available upon request to the Director of Admissions.

COURSES IN JOURNALISM

Journ. 101, 102 Mass Communications Semester courses; 3 lecture hours. 3, 3 Credits. Jackson • The influence of, and techniques used by, mass media. First semester: Origin of newspapers and periodicals and their evolution to mass circulation journalism of today. Second semester: Structure, organization, management, content and operation of radio, television and motion pictures. Attention is paid to roles of advertising and public relations.

Journ. 203-204 News Reporting Continuous course; 3 lecture hours. 3-3 Credits. Staff • Study of the techniques of news reporting on small daily, large daily and weekly newspapers with practical application of those techniques through work on *The Proscript*, student newspaper.

Journ. 301-302 Basic Photo-Journalism Continuous course; 2 lecture and 2 laboratory hours. 3-3 Credits. Grabinski • Study of fundamentals of photography and techniques of camera use in relation to the fields of journalism and visual communications.

Journ. 303-304 Advanced Reporting Continuous course; 3 lecture hours; prerequisite: Journ. 203-204. 3-3 Credits. Hunter • Detailed study of the techniques of securing news as well as the sources of news in the fields of public interest, and of judgment in, and style of news writing. Emphasis is placed on developing clarity and maturity in the student's writing. Practical exercises and assignments to cover actual news situations are a part of this course.

* All electives are subject to adviser's approval.

Journ. 305 Copy Editing First semester; 1 lecture and 3 laboratory hours; prerequisite: Journ. 203-204. 3 Credits. Hunter • Actual practice in copy-reading and editing telegraph copy, a study of copyreading symbols and practices; plus a survey of the make-up and design of leading American dailies.

Journ. 306 Newspaper Make-up Second semester; 1 lecture and 3 laboratory hours; prerequisite: Journ. 203-204. 3 Credits. Hunter.

Journ. 308 Communications Law Second semester; 3 lecture hours. 3 Credits. Grimsley • Study of legal limitations affecting publishing, advertising, broadcasting and telecasting, and legal philosophy relating to the media of communications.

Journ. 309 Magazine Editing and Materials Preparation First semester; 3 lecture hours. 3 Credits. Schroetter • Study of preparation of copy and illustrative materials for periodical publication. Attention given to industrial, agricultural, business, professional and denominational periodicals.

Journ. 310 Feature and Article Writing Second semester; 3 lecture hours. 3 Credits. Staff • Practice in preparing articles and features for newspapers and magazines. The emphasis is on creative journalistic writing and development of writing skills.

Journ. 313, 314, 413, 414 Proscript Laboratory Semester courses; 4 laboratory hours. 2, 2, 2, 2 Credits. Hunter • Required for all majors unless excused by department head, these courses provide the student with practical experience through work on the school newspaper. Techniques of reporting and writing news stories, editing, copyreading and make-up are employed and serve to integrate the entire program of study.

Journ. 315 Publicity First semester; 3 lecture hours. 3 Credits. Grimsley • How to plan, produce and place publicity copy for various organizations and clients.

Journ. 321-322 Advanced Photo-Journalism Continuous course; 2 lecture hours, 2 laboratory hours; prerequisites: Journ. 301-302 or evaluation of portfolio. 3-3 Credits. Grabinski • Advanced photographic techniques with emphasis on problems of photographing people in their environment and events as they occur. Second semester's work will emphasize student's planning and executing his own picture stories while concerning himself with continuity and emotional appeal of the photograph. Student must provide film and enlarging paper.

Journ. 407 Newspaper Management First semester; 3 lecture hours. 3 Credits. Grimsley • Newspaper operations from the standpoint of business and editorial supervision. A study of newspaper plants, advertising, circulation and business.

Journ. 411, 412 Field Work Semester courses; 4 laboratory hours. 3, 3 Credits. Hunter • Student works in the field under close supervision of instructor and work supervisor, the latter grading the students on various phases of his on-the-job employment and submitting these reports to the student's adviser.

Journ. 415 Public Relations Second semester; 3 lecture hours. 3 Credits. Grimsley • Study of public relations principles and practices, with special attention to tools, media, responsibilities and potentialities.

Journ. 417 Radio and Television News Writing First semester; 3 lecture hours; prerequisites: Journ. 203-204. 3 Credits. Staff • Preparation of news copy for dissemination by radio and television. Interviews; use of audio tape; on-the-spot reporting of events.

COURSES IN LAW ENFORCEMENT

Law Enf. 209 Introduction to Law Enforcement Both semesters; 3 lecture hours. 3 Credits. Bechtel • Development of the police agency in the United States. Agencies of the federal, state, and local government levels. Careers in law enforcement. The police and the public.

Law Enf. 215-216 Police Organization and Administration Continuous course; 3 lecture hours. 3 Credits each semester. Bechtel • Introduction to police organization, including records, personnel, public relations, executive control, communications and training. Departmental structure including prevention, traffic control, investigation and operational functions.

Law Enf. 340 Criminal Investigation Second semester; 3 lecture hours. 3 Credits. Bechtel • A basic theoretical approach to the investigation of crime, identifications of persons, collection and preservation of evidence, elements of legal proof in the submission of evidence and utilization of crime laboratory services.

Law Enf. 342 Police Community Relations Second semester, 3 lecture hours. 3 Credits. Chworowsky • Examination of the factors contributing to friction or cooperation between the police and the community, with emphasis on minority groups, political pressures and cultural problems. Community organization and social responsibility of the police.

Law Enf. 352 Crime and Delinquency Prevention Second semester; 3 lecture hours. 3 Credits. Staff • Offered in 1968-69 on an alternate year basis. Responsibilities, organization, and functions for juvenile and adult crime control. Community coordination for specific problems in crime prevention; plans and programs. Citizen cooperation programs will be discussed.

Law Enf. 360 Criminal Law Second semester; 3 lecture hours. 3 Credits. Walker • The study of the elements of crimes, felonies, misdemeanors, the

judicial system, enforcement of the law, apprehension of criminals, and their prosecution.

Law Enf. 371 Forensic Science First semester; 3 lecture hours. 3 Credits. Staff • Offered in 1968-69 on an alternate year basis. Studies in the scientific analysis, identification and comparison of physical evidence.

Law Enf. 375 Criminal Procedure and Evidence First semester; 3 lecture hours. 3 Credits. Bechtel • Offered in 1967-1968 on an alternate year basis. Principles, duties, and mechanics of criminal procedure as applied to the areas of arrest and search and seizure. Study and the evaluation of evidence and proof; kinds, degree, admissibility, and competence. The course specifically deals with rules of evidence and procedure of particular importance at the operation level of law enforcement.

Law Enf. 407 Industrial and Retail Security First semester; 3 lecture hours. 3 Credits. Velier • Offered in 1967-1968 on an alternate year basis. The organization and management of industrial security and plant protection units; security, police, administrative, legal and technical problems; special problems of government contract security; survey of specialized programs in retail security; insurance and credit investigation, transportation security; private guard and alarm service, regulatory and licensing agencies.

Law Enf. 415 Traffic Planning and Management First semester; 3 lecture hours. 3 Credits. Bechtel • Contemporary and future problems of traffic, accident investigation, traffic regulation; enforcement direction, pedestrian, intersection, and parking control; records and analysis; selective enforcement; engineering and education. Traffic law and court procedure.

Law Enf. 450 Seminar in Law Enforcement Second semester; 3 lecture hours. 3 Credits. Hormachea • Required of all seniors in Law Enforcement. An overview of the professional aspects of law enforcement as well as specialized research and surveys in the field.

COURSES IN RECREATIONAL LEADERSHIP

In addition to the basic recreation courses listed below, majors take appropriate courses in several related departments.

Recreational Skills. See Departments of Arts and Crafts, Drama, Fine Arts, Music and Physical Education.

Rec. 302 Leisure Time Today Second semester; 3 lecture hours. 3 Credits. Washer • Offered in 1968-69 on an alternate year basis. An introduction to the philosophy of leisure and its significance for the individual and the community in today's social structure.

Rec. 305 Social Recreation First semester; 3 lecture hours. 3 Credits. Washer • Offered in 1968-69 on an alternate year basis. The planning and conducting

of social recreation activities for all age and type groups. Parties and programs as tools for the over-all development of the participants. Students conduct demonstration parties for various groups.

Rec. 306 The Field of Recreation and Group Work Second semester; 3 lecture hours. 3 Credits. Moody • Offered in 1968-69 on an alternate year basis. The various organizations sponsoring recreation and group programs. Employment qualifications, standards and opportunities. Some lectures by visiting practitioners.

Rec. 307 Community Recreation First semester; 3 lecture hours. 3 Credits. Moody • Offered in 1967-68 on an alternate year basis. The functions and methods of recreation services as sponsored by the community, especially public auspices. Programs and leadership.

Rec. 310 Organized Camping Second semester; 3 lecture hours. 3 Credits. Washer • Offered in 1967-68 on an alternate year basis. The philosophy and methods of the organized camp program, including administrative standards. Designed to prepare students for positions in private, voluntary agency and public summer camps.

Rec. 311, 312 or 411, 412 Directed Practice in Community Agencies Semester courses; 1 lecture and 2-6 laboratory hours. 2-3, 2-3 Credits. Staff • Students are assigned on an individualized basis. Agency practitioners supervise students' work and evaluate their performance.

Rec. 405-406 Group Leadership Continuous course; 3 lecture hours. 3-3 Credits. Washer • Principles and practices of social group work. Designed to give the student an understanding of group dynamics and skill in creating a purposeful leader-group relationship. Each student should be currently acting as a leader for some group.

Rec. 411, 412 (See Rec. 311, 312)

Rec. 418 Administration in Recreation Agencies Second semester; 3 lecture hours. 3 Credits. Moody • Offered in 1967-68 on an alternate year basis. Purposes and methods in administration. Program planning, physical facilities, budgeting, financing and personnel practices for paid and/or voluntary staff.

COURSES IN SOCIOLOGY AND SOCIAL WELFARE

Soc. 105-106 Survey of Social Science Semester courses; 3 lecture hours. 3, 3 Credits. Staff • An orientation to the social sciences; sociology, anthropology, economics, education, political science, psychology, etc. For majors in any of the applied social sciences and general background for students in other schools and departments.

Soc. 201 General Sociology Both semesters; 3 lecture hours. 3 Credits. Staff • An introductory course designed for all students interested in a general overview of individual and group interaction and the various factors in the social life of man.

Soc. 201 IS A PREREQUISITE FOR THE FOLLOWING COURSES.

Soc. 202 General Sociology Both semesters; 3 lecture hours. 3 Credits. Staff • A continuation of Sociology 201 for sociology majors and others requiring more specialized knowledge of the field. Considers the major systems of institutions of American society.

Soc. 301 Child Welfare Second semester; 3 lecture hours. 3 Credits. Neumann • A general introduction to the field of the child welfare, including public and private services to dependent, neglected, delinquent and physically, mentally and emotionally handicapped children.

Soc. 302 Leisure Time Today (See Rec. 302)

Soc. 303 Interviewing Both semesters; 3 lecture hours. 3 Credits. Staff • A general introduction to the nature, problems, and techniques of interviewing as conducted in various settings. Emphasis throughout will be upon the human relationships involved.

Soc. 304 Sociology of the Family Second semester; 3 lecture hours. 3 Credits. Brown • The family in selected cultures; analysis of socialization and the parent-child relationship, courtship and marriage, family crises and problems, and the influence of social change on the family.

Soc. 305 Social Recreation (See Rec. 305)

Soc. 306 Field of Recreation and Group Work (See Rec. 306)

Soc. 307 Community Recreation (See Rec. 307)

Soc. 309 Social Problems in the United States First semester; 3 lecture hours. 3 Credits. Staff • A sociological view of social problems in the United States, including mental illness, alcoholism, family disorganization, population, censorship and war.

Soc. 310 Organized Camping (See Rec. 310)

Soc. 311, 312 or 411, 412 Directed Practice in Community Agencies Semester courses; 1 lecture and 2-6 laboratory hours. 2-3, 2-3 Credits. Staff • Students are assigned on an individual basis. Agency practitioners supervise students' work and evaluate their performance.

Soc. 315 Educational Sociology Second semester; 3 lecture hours. 3 Credits. Staff • Contribution of sociology to education. Social philosophies and methods of education. The family and the school. Community and the school. Background material on science, technology and social change for the teacher.

Soc. 316 Sociology Through Literature First semester; 3 lecture hours. 3 Credits. Staff • The major concepts of modern sociology as exemplified in the creative writings of nineteenth and twentieth century authors.

Soc. 317 Introduction to Social Work First semester; 3 lecture hours. 3 Credits. Staff • The field of social work is reviewed with consideration of general philosophy. Attention is given to the various areas within the field, especially Public Welfare. Trips to appropriate agencies are arranged.

Soc. 319 Social Control in Contemporary United States Society. First semester; 3 lecture hours. 3 Credits. Staff • Offered in 1968-69 on an alternate year basis. A study of the structures and functions of social control today. Special attention is given to power structures and to the institutional areas.

Soc. 323 Marriage Relations Both semesters; 3 lecture hours. 3 Credits. Brown • The process of marital adjustment, including adolescent development, courtship, engagement, pre-marital examination and consultation, the first year of marriage, pregnancy, planned parenthood and parent-child relations.

Soc. 326 Culture and Personality Second semester; 3 lecture hours. 3 Credits. Chworowsky • Offered in 1967-68 on an alternate year basis. Development of personality in selected societies. The meaning of culture and its role in personality formation. Comparison of basic personality types, status personality norms, and aberrant personality in contemporary societies.

Soc. 327 Urban Sociology First semester; 3 lecture hours. 3 Credits. Ward • Offered in 1968-69 on an alternate year basis. History and characteristics of modern city life. Urban social organization and growth trends. Emphasis on urban planning and control.

Soc. 328 Rural Sociology Second semester; 3 lecture hours. 3 Credits. Ward • Offered in 1968-69 on an alternate year basis. Characteristics of contemporary rural life. Rural social organization and trends. Emphasis on planning and control.

Soc. 329 The Land and Regions of the United States First semester; 3 lecture hours. 3 Credits. Pasierb • Offered in 1969-1970 on an alternate year basis. Regional sociology is brought to bear in an examination of the United States with some emphasis on the Southeast.

Soc. 331 Introduction to Juvenile Delinquency First semester; 3 lecture hours. 3 Credits. Staff • Gives an overall view of the problems involved in juvenile delinquency, touching upon individualization of the offender, the nature

and functions of the juvenile court, problems of parents and the use of community resources.

Soc. 332 Treatment and Prevention of Juvenile Delinquency Second semester; 3 lecture hours; prerequisite: Soc. 331. 3 Credits. Staff • The major agencies, policies and programs now operating or proposed to prevent or treat the delinquency problem. Close attention to evaluation of approaches.

Soc. 333 Introductory Anthropology Both semesters; 3 lecture hours. 3 Credits. Luth • A general survey of the field of anthropology, the development of man and his culture. Liberal use is made of area studies.

Soc. 335 Mass Culture in the United States First semester; 3 lecture hours. 3 Credits. Staff • Offered in 1968-69 on an alternate year basis. The concepts of mass society and mass culture described and analyzed. The areas of mass publication, mass audio-visual media and advertising.

Soc. 337 Communication in American Society First semester; 3 lecture hours. 3 Credits. Hormachea • Offered in 1968-69 on an alternate year basis. The structure and function of communication as a process in our society; barriers to communication; content, control, support, and effects of communication.

Soc. 360 Criminal Law (see Law Enf. 360)

GRADUATE COURSES (500 and above)

Soc. 401-402 & 501-502 Sociology Theory Continuous course; 3 lecture hours. 3-3 Credits. Ward • An explanation of what theory is and a review of theoretical contribution from Comte until the present. Contemporary American social thought against the European background.

Soc. 403-404 & 503-504 Criminology and Penology Continuous course; 3 lecture hours. 3-3 Credits. Pasierb • The approaches of criminal law and criminology compared. Statistical criminology. Theories of crime causation. The administration of criminal justice. Penal and correctional theory and practice.

Soc. 405-406 & 505-506 Group Leadership (See Rec. 405-406)

Soc. 408 & 508 Social Movements Second semester; 3 lecture hours. 3 Credits. Chworowsky • The basic theory of social movements is presented and then tested against a number of actual movements past and present. Liberalism, conservatism, socialism, and communism are given special attention.

Soc. 409-410 & 509-510 Human Geography of Selected Countries Semester courses; 3 lecture hours. 3, 3 Credits. Pasierb • Offered in 1968-69 on an alternate year basis. A study of people, culture, environmental factors, and social organization of major countries. First semester: Africa, the Middle East, Asia and the Pacific. Second semester: Europe, Russia and Latin America.

Soc. 411, 412 (See Soc. 311, 312) (Not offered for graduate credit)

Soc. 414 & 514 Sociology of Religion Second semester; 3 lecture hours. 3 Credits. Staff • Offered in 1967-68 on an alternate year basis. Meaning of a socio-logical approach to religion; functions of religion in society; types of society and religion; religious organization; religion in American society.

Soc. 416 & 516 Social Statistics First semester; 3 lecture hours. 3 Credits. Ward • The characteristics of social variables and their measurement. Practical problems in the collection and handling of data.

Soc. 418 & 518 Administration in Recreation Agencies (See Rec. 418)

Soc. 420 & 520 Research Methods in the Social Sciences Second semester; 3 lecture hours. 3 Credits. Ward • A study of various research methods employed in collecting, processing, and interpreting data in the social sciences. Completed studies are reviewed critically.

Soc. 421 & 521 Social Stratification First semester; 3 lecture hours. 3 Credits. Staff • Offered in 1968-69 on an alternate year basis. Techniques in locating and studying social classes in the United States. A description of the class structure, function, mobility, and class relationships.

Soc. 422 & 522 Minority Groups in the United States Second semester; 3 lecture hours. 3 Credits. Staff • A study of the various racial, religious, and ethnic minority groups. Accommodation and assimilation. Relation of sub-cultures to the dominant culture.

Soc. 426E & 526E Population Studies and Demographic Analysis Second semester; 3 lecture hours. 3 Credits. Hormachea • Offered in 1969-70 on an alternate year basis. Nature and development of population theories; population growth and measures of fertility, reproduction, mortality, morbidity, and internal migration; indices, rates, and standardizations used in analyzing compositional characteristics. Methods in population projections, relationship of economic, sociological, and psychological factors to population changes.

Soc. 434 & 534 Community Organization Second semester; 3 lecture hours. 3 Credits. Staff • The nature of community organization examined carefully in the light of community trends and problems in our society. Assumptions and principles.

Soc. 436 & 536 Industrial Sociology Second semester; 3 lecture hours. 3 Credits. Ward • Offered in 1969-70 on an alternate year basis. The impact of industrialization on society in terms of contemporary theory. In addition to examining the larger scene, the student examines the organization of American industry.

Soc. 438 & 538 Culture and Mental Health First semester; 3 lecture hours. 3 Credits. Neumann • Offered in 1969-70 on an alternate year basis. A world-wide perspective of the effects of cultural patterns on mental health as shown by current, informative pioneering studies.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate courses listed below are offered in the evening *only*. See the Evening College bulletin for complete information. Course description for required Evening College courses are included in this bulletin.

Soc. 324E Family as a Group of Interacting Personalities 3 Credits.

Soc. 334E Ethnology of North America 3 Credits.

Soc. 343E Education for Outdoor Recreation 3 Credits.

Soc. 344E Administration in Outdoor Recreation 3 Credits.

Soc. 351E Introductory Archeology 3 Credits.

Soc. 359E Domestic Relations and the Law 3 Credits.

Soc. 425E Social Aspects of Mental Retardation 3 Credits.

Soc. 439E Aging in our Society 3 Credits.

Soc. 475E Social Organization 3 Credits.

SCHOOL OF SOCIAL WORK

GRADUATE SCHOOL

SCHOOL OF SOCIAL WORK

RICHARD LODGE, Dean

ELAINE ROTHENBERG, Associate Dean

Alice Barber / Pauline Barnes / Sidney Clearfield / Otto Dahlke
Ben Ami Gelin / Joseph Golden / Grace E. Harris / Lucie Johnson
Jean B. Jones / George T. Kalif / Lionel Lane / Anne Montague / Ruth Pancoast
Dojelo Russell / Charlotte Schrieberg / C. Bernard Scotch / Emanuel Tropp

Part-Time—Hilda L. Gold / Ellen K. Ostrow

The School of Social Work of the Virginia Commonwealth University was established in 1917 under the name of the Richmond School of Social Work. It is the oldest of its kind in the South. It is accredited by the Council on Social Work Education, the authorized professional accrediting body for graduate social work education.

The School of Social Work offers college graduates two program of study: first, a full-time two year professional program which leads to the degree of Master of Social Work; second, a work-study program which, through a combination of part-time and full-time study, leads in a three year period to the degree of Master of Social Work. Concentrations in social casework or social group work are available.

COURSES IN SOCIAL WORK

- SW-602 Social Casework II** 2 credits
- SW-604 Social Casework IV** 2 credits
- SW-612 Group Work II** 2 credits
- SW-615 Social Work Practice with Groups** 1 credit (Elective)
- SW-621 Community Organization** 2 credits
- SW-636 Supervision** 1 credit (Elective)
- SW-641 Concepts and Methods of Social Work Research** 2 credits
- SW-643 Social Work Research Seminar II** 1 credit
- SW-652 Human Behavior and the Social Environment II** 3 credits
- SW-654 Human Behavior and the Social Environment IV** 2 credits
- SW-662 The Development of Social Welfare Policies and Institutions** 2 credits
- SW-664 Policy Formation and the Profession of Social Work** 2 credits

SW-672 Field Work II 4 credits

SW-674 Field Work IV 4 credits

SW-681 Contemporary Issues in Social Work 2 credits

SW-701 Thesis 2 credits 1st semester

SW-702 Thesis 2 credits 2nd semester

The School of Social Work publishes a separate catalogue, which is available on request.

DEPARTMENT OF DRAMATIC ART AND SPEECH

DRAMATIC ART AND SPEECH

DRAMA EDUCATION

GRADUATE PROGRAM

DRAMATIC ART AND SPEECH

RAYMOND HODGES, Head of the Department

James M. Burt / J. Rodney Busch / Roy M. Carter / Melina S. Caruthers
C. Thomas Holloway / Richard L. Newdick / Robert L. Smith

Graduate Assistants—Tim Anderson / Brydon DeWitt

This department offers intensive practical training in the performing arts of the theatre. Four programs are offered leading to the Bachelor of Fine Arts degree. Curriculum requirements are the same for all programs during the first year. Beginning the second year the students may elect:

(a) the curriculum leading to the B.F.A. degree in Dramatic Art and Speech: Acting Major; or

(b) the curriculum leading to the B.F.A. degree in Dramatic Art and Speech: Directing Major; or

(c) the curriculum leading to the B.F.A. degree in Dramatic Art and Speech: Design Major; or

(d) the curriculum leading to the B.F.A. degree in Drama Education, and to teacher certification in Virginia to teach English, Dramatic Art and Speech in the secondary schools of the state. Certification requirements in another state may require changes in the curriculum, which must be approved by the head of the department.

	Credits	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Drama 111. Introduction to Theatre	3	—
Drama 112. Introduction to Drama	—	3
Drama 113-114. Acting I	3	3
English 101-102. Composition and Literature	3	3
Fine Arts 103-104. Art History, General	3	3
Speech 101-102. Voice and Diction	3	3
Physical Education 205-206. Elementary Modern Dance..	1	1
	<hr/> 16	<hr/> 16

Curriculum in Dramatic Art and Speech**ACTING MAJOR**

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Second Year</i>		
Drama 203-204. History of Theatre -----	3	3
Drama 211. Stage Crew -----	4	-
Drama 212. Costume Crew -----	-	4
Drama 213-214. Advanced Acting -----	3	3
English 201-202. Western World Literature -----	3	3
Psychology 201-202. General Psychology -----	3	3
Physical Education 307. Intermediate Ballet -----	1	-
Physical Education 308. Advanced Modern Dance -----	-	1
	<hr/>	<hr/>
	17	17
<i>Third Year</i>		
Drama 309-310. History of Costume -----	3	3
Drama 313-314. Actors Studio -----	3	3
Drama 361-362. Directing -----	3	3
Drama 403-404. History of Dramatic Literature -----	3	3
English Electives (300 or 400 level courses)		
English 401 required -----	3	3
	<hr/>	<hr/>
	15	15
<i>Fourth Year</i>		
Drama 413-414. Acting Styles -----	3	3
Drama 420. Senior Seminar -----	3	-
Drama 423-424. Modern Drama -----	3	3
Speech 401-402. Oral Interpretation -----	3	3
Electives -----	3	6
	<hr/>	<hr/>
	15	15

DIRECTING MAJOR

	Credits	
	1st	2nd
	Sem.	Sem.
<i>Second Year</i>		
Drama 203-204. History of Theatre -----	3	3
Drama 211. Stage Crew -----	4	-
Drama 212. Costume Crew -----	-	4
Drama 213-214. Advanced Acting -----	3	3
English 201-202. Western World Literature -----	3	3
Psychology 201-202. General Psychology -----	3	3
Physical Education 307. Intermediate Ballet -----	1	-
Physical Education 308. Advanced Modern Dance -----	-	1
	<hr/>	<hr/>
	17	17
<i>Third Year</i>		
Drama 221-222. Theatre Design Technique -----	3	3
Drama 309-310. History of Costume -----	3	3
Drama 361-362. Directing -----	3	3
Drama 403-404. History of Dramatic Literature -----	3	3
English Electives (300 or 400 level courses)		
English 401 required -----	3	3
	<hr/>	<hr/>
	15	15
<i>Fourth Year</i>		
Drama 207. Stage Lighting -----	3	-
Drama 305-306. Scene Design -----	3	3
Drama 420. Senior Seminar -----	3	-
Drama 423-424. Modern Drama -----	3	3
Drama 425. Theatre Administration -----	-	3
Drama 461-462. Advanced Directing -----	3	3
Elective -----	-	3
	<hr/>	<hr/>
	15	15

DESIGN MAJOR

	Credits	
	1st Sem.	2nd Sem.
<i>Second Year</i>		
Drama 203-204. History of Theatre -----	3	3
Drama 207. Stage Lighting -----	3	-
Drama 208. Technical Production -----	-	3
Drama 211. Stage Crew -----	4	-
Drama 212. Costume Crew -----	-	4
Drama 221-222. Theatre Design Technique -----	3	3
English 201-202. Western World Literature -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
<i>Third Year</i>		
Drama 305-306. Scene Design -----	3	3
Drama 309-310. History of Costume -----	3	3
Drama 361-362. Directing -----	3	3
Drama 403-404. History of Dramatic Literature -----	3	3
English Electives (300 or 400 level courses)		
English 401 required -----	3	3
	<hr/> 15	<hr/> 15
<i>Fourth Year</i>		
Drama 405-406. Advanced Scene Design -----	3	3
Drama 409-410. Costumes for the Theatre -----	3	3
Drama 420. Senior Seminar -----	3	-
Drama 423-424. Modern Drama -----	3	3
Electives (Interior Design 219-220) -----	3	6
	<hr/> 15	<hr/> 15

Curriculum in Drama Education

	Credits	
	1st Sem.	2nd Sem.
Second Year		
Drama 203-204. History of the Theatre -----	3	3
Drama 211. Stage Crew -----	4	-
Drama 212. Costume Crew -----	-	4
Drama 221-222. Theatre Design Technique -----	3	3
English 201-202. Western World Literature -----	3	3
Math. 105-106. Basic Math -----	3	3
Physical Education -----	1	1
	<hr/> 17	<hr/> 17
Third Year		
Biology 105-106. Life Science -----	3	3
Drama 305-306. Scene Design -----	3	3
Drama 361-362. Directing -----	3	3
English 300 level courses -----	3	3
History 201-202. American History -----	3	3
	<hr/> 15	<hr/> 15
Fourth Year		
		A B
Education 301. Human Development and Learning -----	-	- 3
Education 319. Secondary School Curriculum -----	-	- 3
Education 403. Methods in the Secondary Schools -----	3	- -
Education 436. Supervised Teaching -----	-	6 -
English 400 level courses -----	6	- -
Health Education 305. School and Community Hygiene --	-	- 3
Sociology 201. General Sociology -----	3	- -
Sociology elective 300 level course -----	3	- -
	<hr/> 15	<hr/> 15

Master of Fine Arts Degree

The department offers a graduate program leading to the Master of Fine Arts degree. Full information is given in the Graduate Bulletin, available upon request to the Director of Admissions.

COURSES IN SPEECH

Speech 101, 102 Voice and Diction Semester courses; 3 lecture hours. 3, 3 Credits. Hodges / Busch • A study through phonetics of the correct speech sounds, drills in pronunciation, enunciation, and voice placement.

Speech 121 Effective Speech Both semesters; 3 lecture hours. 3 Credits. Staff • Practice in organization and delivery of various types of speeches. Learning how to think clearly and to speak effectively before an audience.

Speech 308 Speech for Teachers Both semesters; 3 lecture hours. 3 Credits. Staff • The aim of this course is to make the prospective teacher aware of his own speech and the speech practices of his pupils. Proper voice placement to avoid needless fatigue, good pronunciation as well as problems of oral communication are stressed.

Speech 401, 402 Oral Interpretation Semester courses; 3 lecture hours. 3, 3 Credits. Staff • Principles and practice in analysis and reading of sections from prose, poetry, and drama.

COURSES IN DRAMATIC ART

Drama 111 Introduction to Theatre First semester; 3 lecture hours. 3 Credits. Busch • Survey of the basic elements and theories of theatrical production: directing and design with special consideration of theatre as an artistic experience.

Drama 112 Introduction to Drama Second semester; 3 lecture hours. 3 Credits. Carter • Analysis and critical examination of contemporary plays for methods of interpretation and production qualities.

Drama 113-114 Acting I Continuous course; 3 lecture hours. 3-3 Credits. Holloway • Laboratory work in the preparation of scenes which demonstrates the various techniques used in acting.

Drama 203, 204 History of the Theatre Semester courses; 3 lecture hours; 3, 3 Credits. Carter • A survey course beginning with the Greek theatre and studying the major developments of the play, the actor, and the acting area, ending with Ibsen.

Drama 207 Stage Lighting First semester; 1 lecture and 4 laboratory hours. 3 Credits. Smith • Theory and practice of present-day methods of lighting the stage.

Drama 208 Technical Production Second semester; 1 lecture and 4 laboratory hours; prerequisite: Drama 207. 3 Credits. Burt • Analysis, planning, and constructing stage scenery and properties.

Drama 211 Stage Crew Both semesters; 2 lecture and 8 laboratory hours. 4 Credits. Burt • Practical work in theatre production. Students will execute construction and rigging of scenery for departmental productions.

Drama 212 Costume Crew Both semesters; 2 lecture and 8 laboratory hours. 4 Credits. Caruthers • Practical work in theatre production. Students will be concerned with construction of costumes for departmental productions. Stage make-up is also included.

Drama 213, 214 Advanced Acting Continuous courses; 3 lecture hours; prerequisite: Drama 113-114. 3, 3 Credits. Newdick • A study of the emotional basis of acting and of the body as the expressive agent.

Drama 221-222 Theatre Design Technique Continuous course; 1 lecture and 2 laboratory hours. 3-3 Credits. Smith / Caruthers • Basic art course for those planning to pursue the practical study of costume and stage design. First semester includes rendering techniques and working drawings for scenic elements. Second semester emphasizes the human form and fabric renderings for costume design.

Drama 251, 252 / 351, 352 / 451, 452 Rehearsal and Performance Semester courses; arranged. 1 to 3 Credits. Staff • Work in acting and production in a major production and one-act theatre. Each student is expected to devote a minimum of fifty hours per credit per semester to receive credit.

Drama 305-306 Scene Design Continuous course; 1 lecture and 4 laboratory hours; prerequisite: Drama 221-222. 3-3 Credits. Smith • A study of the techniques and methods of scenic design and scene painting, with practical application in major productions and one-act theatre.

Drama 309, 310 History of Costume Semester courses; 3 lecture hours. 3, 3 Credits. Caruthers • Illustrated lectures on the history of costume from primitive times to the present.

Drama 313, 314 Actor's Studio Continuous courses; 3 lecture hours. 3, 3 Credits. Newdick • A laboratory for the serious students of acting in which the participants will prepare and polish various longer scenes for presentation and criticism.

Drama 361, 362 Directing Continuous courses; 3 lecture hours. 3, 3 Credits. Hodges • Lectures and discussions on the theories of stage direction; problems involved in the production of period plays and a study of modern theories; actual practice under supervision in directing one-act plays for public presentation.

Drama 403, 404 History of Dramatic Literature Semester courses; 3 lecture hours. 3, 3 Credits. Newdick • Study and analysis of dramatic literature. First semester: Aeschylus through Shakespeare. Second semester: Corneille to Ibsen.

Drama 405-406 Advanced Scene Design Continuous course; 1 lecture and 4 laboratory hours; prerequisite: Drama 305-306. 3-3 Credits. Smith • A more advanced study of the techniques, methods and problems of scene design and scene painting. This course is designed for those students who plan to attend graduate school or enter the profession.

Drama 409-410 Costumes for the Theatre Year course; 3 lecture hours; prerequisite: Drama 221-222. 6 Credits. Caruthers • A seminar in research and

design of costumes for the theatre, including discussion of fabrics and special construction methods used in stage costuming. Special project in construction will be assigned as part of the work for the course.

Drama 413, 414 Acting Styles Semester courses; 3 lecture hours; prerequisite: Permission of instructor. 3, 3 Credits. Newdick • A study of the history and theory of acting styles from the Greeks to the present. Designed for those students who wish to enter the acting profession or to attend graduate school.

Drama 420 Senior Seminar Both semesters; 3 lecture hours; prerequisite: Permission of instructor. 3 Credits. Staff • Research and/or creative project in the drama major's area of special interest pursuant to graduate study or professional work in the student's chosen field.

Drama 423, 424 Modern Drama Semester courses; 3 lecture hours. 3, 3 Credits. Carter • First semester includes intensive study of major Continental playwrights. Second semester concentrates on American dramatists with Pulitzer Prize and Drama Critics Circle selections as the core.

Drama 425 Theatre Administration Semester course; 3 lecture hours. 3 Credits. Staff • The business aspects of successful theatre operation—college, commercial, community, regional—from basic purchasing methods to publicity and "house" operation for the finished product.

Drama 461, 462 Advanced Directing Semester courses; 3 lecture hours; prerequisite: Drama 361, 362. 3, 3 Credits. Carter • Further study in direction techniques, especially the problems of the full-length play. The student will direct a cutting of a full-length play.

GRADUATE COURSES

See the Graduate School bulletin for complete details pertaining to graduate work.

DEPARTMENT OF PSYCHOLOGY

UNDERGRADUATE PROGRAM

GRADUATE PROGRAMS

DEPARTMENT OF PSYCHOLOGY

EDWIN R. THOMAS, Head of the Department

Full-Time—Joseph M. Aposhyan / Stanley Berent / John A. Blake / John Fauls
Robert G. Gibby, Jr. / William D. Groman / Thomas A. Kirk / Leah Robinson
Robert M. Tipton / Joseph D. Warner

Part-Time—Cecil R. Canady / Arthur Centor / McLin Choate / David Crough
Claire Falke / Robert G. Gibby, Sr. / John Harold / William M. Lee
Thomas L. Matthews / Ismael Nazzario / Thomas W. Purcell / Walther Riese
William Seward / Nelson E. Weber

Graduate Assistants—William Barrow / Robert Beisgen / Mary Burruss
David Cain / Buford Dotson / Preston Garrison / William Ivey
Robert MacAleese / Michael Perrotti / Daniel Stern / David Smith
Nelson Sutton / Eldon Taylor / Robert Worsham

The general objective of the Department of Psychology is to give the student a scientific attitude toward and a better understanding of human behavior; to prepare students for personnel work and jobs in business and in industry. Those receiving the Master's degree work under the supervision of senior psychologists, psychiatrists and physicians in hospitals, mental institutions, social agencies, child welfare services, as personnel officers, guidance counselors, etc.

The following degrees are conferred: Bachelor of Science in Psychology, Master of Science in Applied Psychology, Master of Science in Clinical Psychology.

This department offers basic courses in Psychology to students majoring in all schools and departments.

The four-year curriculum in Psychology leads to the degree Bachelor of Science in Psychology. Candidates are required to complete a minimum of 124 credits. One or two additional years of work in the Graduate School is recommended.

Curriculum in Psychology	Credits	
	1st Sem.	2nd Sem.
First Year		
Biology 101-102. General Biology -----	4	4
English 101-102. Composition and Literature -----	3	3
Mathematics 103. Freshman Mathematics -----	3	-
Modern Language (or Science) -----	3	3
Psychology 101. Psychology of Effective Study -----	3	-
Electives -----	-	6
	16	16

	<i>Credits</i>	
	<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>Second Year</i>		
English 203-204. English Literature -----	3	3
Modern Language (or Science) -----	3	3
Psychology 201-202. General Psychology -----	3	3
Psychology 311. Introduction to Statistics -----	3	-
Sociology 201-202. General Sociology -----	3	3
Sociology 333. Introductory Anthropology -----	-	3
	<hr/>	<hr/>
	15	15
<i>Third Year</i>		
Psychology 301. Child Psychology -----	3	-
Psychology 303. Mental Hygiene -----	-	3
Psychology 317-318. Introduction to Experimental Psychology -----	3	3
Electives (300-level courses) -----	10	10
	<hr/>	<hr/>
	16	16
<i>Fourth Year</i>		
Psychology 411. Survey of Psychological Tests -----	3	-
Psychology 451. History of Psychology -----	-	3
Electives in Applied Psychology (300-400 level courses) -----	3	3
Electives -----	9	9
	<hr/>	<hr/>
	15	15

Graduate Programs

Two programs are offered, leading to the degrees Master of Science in Applied Psychology, or Master of Science in Clinical Psychology. Complete information is given in a separate Graduate Bulletin, available upon request.

COURSES IN PSYCHOLOGY

Psych. 101 Psychology of Effective Study Both semesters; 3 lecture hours. 3 Credits. Staff • An elementary course intended as an elective for first year students of all departments. Meaning and aims of study and principles of successful adjustment to college. Practical suggestions applicable to problems such as: how to study, memory, improving of reading, taking notes, outlining papers, etc., demonstrated through laboratory practice and experiments.

Psych. 200 Introduction to Psychology Both semesters; 3 lecture hours. 3 Credits • An introductory course intended for sophomores not majoring in psychology. It acquaints the student with the basic terms and problems of psychology and shows the way in which psychology attempts to meet the difficulties of everyday life.

Psych. 201-202 General Psychology Year course; 3 lecture hours per semester. 6 Credits • Basic principles of psychology; its methods and its laws; scientific study of sensation, perception, motivation, emotion, learning and thinking; personality patterns and individual differences. This course is a prerequisite for senior level work in the field of psychology.

Psych. V201 General Psychology First quarter; 3 lecture hours. 3 Qr. Credits. Staff • Same as Psych. 201 for Engineering students.

PSYCH. 201 IS A PRE-REQUISITE FOR THE FOLLOWING COURSES

Psych. 301 Child Psychology First semester; 3 lecture hours. 3 Credits. Blake • A study is made of the growth and development of the child until puberty. Childlife is viewed in terms of physical, mental, social, emotional, and educational factors.

Psych. 302 Psychology of Adolescence Second semester; 3 lecture hours. 3 Credits. Blake • A study of mental, moral, social, and physical development from puberty to maturity viewed as in child psychology. Designed for secondary school teachers, youth leaders, and professional psychologists.

Psych. 303 Mental Hygiene Both semesters; 2 lecture hours. 3 Credits. Thomas • A survey of those factors which facilitate the efficient and happy functioning of the individual. Pathological factors will be studied to some extent, in an effort to point ways of avoiding them.

Psych. 304 Developmental Psychology Second semester; 3 lecture hours. 3 Credits. Staff • A survey course covering the years from birth through adolescence. For students not majoring in psychology. Concerned primarily with the effects of inheritance and environment on the normal maturation and development of mental, physical, and emotional characteristics.

Psych. 305 Educational Psychology Both semesters; 3 lecture hours. 3 Credits. Staff • This course presents modern psychological methods and techniques applied to learning and teaching; attention is given to individual differences in native capacity, ability, and aptitude; designed to be of professional aid to future educators and psychologists.

Psych. 310 Industrial Psychology First semester; 3 lecture hours. 3 Credits. Staff • Application of psychological principles and techniques to problems in personnel management and human engineering; recruitment, selection, training, and placement in industry; criteria in testing and test development; morale evaluation and improvement, employee counseling; worker-management communications; human engineering in equipment design, quality control, working conditions, and safety.

Psych. 311 Introduction to Statistics First semester; 2 lecture & 2 lab. hours. 3 Credits. Staff • Frequency distributions, measures of central tendency

and variability; sampling, probability, correlation, and significance tests as applied to psychological data.

Psych. 317-318 Experimental Psychology Year course; 2 lecture hours; 2 labs per semester; prerequisite: Psych. 311 or equivalent may be taken concurrently. 6 Credits. Staff • An introduction to experimental procedures and laboratory techniques in psychology; demonstrations and experiments concerning sensation, perception, learning, emotion, motivation.

Psych. 321 Social Psychology Second semester; 3 lecture hours. 3 Credits. Staff • Effects of modern society upon personality development; individual behavior in a group context; basic principles governing human interactions. Within the boundaries of Social Psychology, the course integrates findings in anthropology, sociology, psychology, and psychiatry.

Psych. 324E Psychology of Advertising First semester; 3 lecture hours. 3 Credits. Staff • Psychological factors involved in determining attention, attitudes, and suggestibility as related to consumer preferences and purchasing habits; the role of advertising in influencing consumer behavior.

Courses in Applied Psychology open to Seniors and College Graduates.

Psych. 401-402, 501-502 Physiological Psychology Continuous course; 3 lecture hours. 3-3 Credits. Staff • Data from the fields of anatomy and physiology are presented, and their implications for psychology are discussed. The central nervous system; internal environment; vision; audition; reflexes; emotion; learning; behavior disorders and their physiological components. Behavior of human organism is studied from the psycho-physiological point of view.

Psych. 403-404, 503-504 Speech Correction Continuous course; 3 lecture hours. 3-3 Credits. Staff • Introduction to the principles and procedures of speech correction. A course designed for students majoring in speech, psychology, education, or child welfare. Such speech impediments as stuttering, voice and articulation disorders, and speech impairment associated with mental deficiency will be discussed from the standpoint of early detection and treatment.

Psych. 406, 506 Perception Second semester; 3 lecture hours. 3 Credits. Groman • Historical development of perceptual problems in psychology. A survey of early and contemporary major perceptual theories and related research with major emphasis on Visual Perception.

Psych. 407, 507 Abnormal Psychology Both semesters; 3 lecture hours. 3 Credits. Warner • Traditional views of symptoms, causes, and treatment of psychoneuroses, psychoses, and deviant personalities are dealt with in readings and class discussion. New views and approaches to understanding and treatment of maladaptive process are stressed in the lectures and discussions. Prerequisite: 12 hours in Psychology including Psych. 409. A course in philosophy would be helpful.

Psych. 408, 508 Group Dynamics Second semester; 3 lecture hours. 3 Credits. Aposhyan • An interdisciplinary approach in which the dynamics of groups in operation are considered. The following subjects will be treated: social communication, group cohesiveness, sensitivity to group pressure and problem solving.

Psych. 409, 509 Psychology of Personality First semester; 3 lecture hours. 3 Credits. Aposhyan • Contributions of psychology to study and understanding of human personality; meaning and application of different concepts in description of personality dynamics; an anthropological analysis of man; his basic emotions, their relationships and their meaning; sources of personality formation; evaluation of current personality theories.

Psych. 410, 510 Principles of Learning Second semester; 3 lecture hours. 3 Credits. Gibby, Jr. • A course involving principles of learning as they apply to reinforcement, extinction, motivation, emotion, problem-solving, etc., with emphasis on experimental findings. Major theoretical approaches will be examined. For advanced undergraduate and graduate students.

Psych. 411, 511 Survey of Psychological Tests Both semesters; 2 lecture and 2 laboratory hours; prerequisite: Psych. 311. 3 Credits. Tipton • A survey of commonly used group tests; testing procedures and rationale underlying these tests; tests of intelligence, aptitude, achievement, interest, and personality critically examined, procedures described for selecting and evaluating specific group tests in these areas.

Psych. 412, 512 Advanced Statistics Second semester; 2 lecture and 2 laboratory hours. 3 Credits. Gibby, Jr. • Includes statistical inference, analysis of variance, chi square, regression and special techniques of correlation analysis. Emphasizes methods most useful in reduction and analysis of psychological data.

Psych. 413, 513 Psychology of the Arts and Artists Second semester; 3 lecture hours. 3 Credits. Groman • The meaning and function of the arts as a social and psychological phenomena. The personality of the artist and his socio-cultural role. Psychological processes and experiences in producing the works of art. Emphasis on the graphic and plastic arts.

Psych. 414, 514 System and Theories in Psychology Second semester; 3 lecture hours. 3 Credits • A study of contemporary theories and systems of psychology. Recent schools of thought will be studied to show their influence on current theories.

Psych. 418, 518 Experimental Psychology-General Methodology Second semester; 2 lecture and 2 laboratory hours; prerequisite: Psych. 311, or 317, or equivalent. 3 Credits. Kirk • A continuation course for undergraduates and intensive introduction for graduates. A methodological approach, treating experimental procedure and statistical analysis in the context of general scientific

method. Operational definition; analysis of the research situation; planning, execution, and analysis of experiments in selected areas of psychology.

Psych. 419, 519 Existential Phenomenology and Psychology First semester; 3 lecture hours. 3 Credits. Colaizzi • Survey of the expanded psychology stimulated by existential phenomenological thought. Open to undergraduate seniors and graduate students.

Psych. 420, 520 Contemporary European Psychology First semester; 3 lecture hours. 3 Credits. Colaizzi • One semester intensive study of either Straus, Heidegger, Merleau-Ponty or Sartre on a rotating basis. Open to undergraduate seniors and graduate students.

Psych. 421, 521 Research in Psychology as a Human Science Second semester; 2 lecture hours and 2 laboratory hours. 3 Credits. Colaizzi • Methods for the investigation of man from the perspective of existential phenomenology. Illustrated by examining experience, learning, sensing and perceiving, and imagination. Prerequisite: Psych. 419 and Psych. 420.

Psych. 424, 524 Occupational Information and Job Analysis Both semesters; 3 lecture hours. 3 Credits. Staff • A survey of occupations and occupational information for guidance counselors and employment interviewers. Application of the methods and techniques in making job analyses and procedures and methods of presenting occupational information through counseling.

Psych. 425 Field Work Both semesters; 1 full day. 3 Credits. Staff • The student is placed in an appropriate agency according to his field of interest (personnel, guidance, emotionally disturbed, etc.) where he works one full day a week under agency supervision.

Psych. 429-430 Readings in Psychology Either semester by appointment. 1-2-3 Credits. Thomas • The student undertakes a library research project which he performs with the assistance and supervision of one staff member. He is to write a paper and pass, at the end of the semester, an oral comprehensive examination before a committee consisting of three staff members, in order to get his credit. Only undergraduate seniors are given permission to take these courses.

Psych. 440, 540 Vocational and Educational Guidance Second semester; 3 lecture hours. 3 Credits. Staff • The principles and organization of guidance programs in high schools and colleges. The roles of aptitudes, interests, training, and abilities. Duties and qualifications of counselor.

Psych. 451, 551 History of Psychology Second semester; 3 lecture hours. 3 Credits. Blake • Historical data of the development of psychology from the ancient Grecian period until the present time, presented in the form of history of ideas and theories; leading personalities in psychology throughout history, and their contributions described.

Psych. 453, 553 Educational Measurements Second semester; 3 lecture hours. 3 Credits. Tipton • Principles and theory of psychological testing with emphasis on those group tests used in the school. Interest, aptitude and ability tests are discussed as to their usefulness and purpose.

Evening College Courses

Some courses are offered both during the day and in the evening. In addition, the undergraduate courses listed below are offered in the evening *only*. See the Evening College Bulletin for complete information on courses offered in the evening.

Psych. 207E Improvement of Reading Efficiency 2 Credits.

Psych. 324E Psychology of Advertising 3 Credits.

Psych. 405E Remedial Reading 3 Credits.

Psych. 407E Criminal Psychology and Delinquency 3 Credits.

Psych. 422E Techniques of Marketing and Attitude Surveys 3 Credits.

Psych. 427E Psychology and the Handicapped 3 Credits.

Psych. 428E & 528E Mental Hygiene in the Classroom

Psych. 431E & 531E/Bus. 431E Industrial Safety 3 Credits.

Psych. 437E & 537E/Educ. 437E Communication Problems of Exceptional Children 3 Credits.

Psych. 450E & 550E Psychology of the Mentally Retarded 3 Credits.

Graduate Courses (500 and above)

Psych. 601 Advanced General Psychology 3 Credits.

Psych. 602 Advanced Vocational and Educational Guidance 3 Credits.

Psych. 603 Advanced Child Psychology 3 Credits.

Psych. 607 Advanced Educational Psychology 3 Credits.

Psych. 608 Individual Tests of Intelligence 3 Credits.

Psych. 609 Design of Experiments 3 Credits.

Psych. 611-612 Rorschach Test 3-3 Credits.

Psych. 613-614 Personality Assessment 3-3 Credits.

Psych. 615 Aphasia 3 Credits.

Psych. 616 Psychopathology 3 Credits.

Psych. 618 Seminar in Personality Theory 3 Credits.

Psych. 623 Counseling and Psychotherapy 3 Credits.

Psych. 624 Psychoanalytic Theory 3 Credits.

Psych. 635-636 Psychology Practicum 6 Credits.

Psych. 677-678 Internship (1 year) 6 Credits.

Psych. 701-702 Thesis

PART VII—BOARD, OFFICERS AND FACULTY

BOARD OF VISITORS

OFFICERS OF ADMINISTRATION

INSTRUCTIONAL STAFF (1967-68)

ADJUNCT STAFF (1967-68)

STANDING COMMITTEES OF THE FACULTY

PART VII—BOARD, OFFICERS, AND FACULTY

BOARD OF VISITORS / Appointed by the Governor of the Commonwealth of Virginia

Virginus Dabney_____Rector
Edward A. Wayne_____Vice-Rector
Andrew J. Brent_____Secretary

To July 1, 1970

Andrew J. Brent	John H. Temple
Mrs. James B. Bullard	Mrs. Charles G. Thalhimer
C. Coleman McGehee	J. K. Timmons
James Edward Sheffield	B. Walton Turnbull

To July 1, 1971

S. Buford Scott, Jr.	Richard A. Michaux
James W. Mullen, II	Virginus Dabney

To July 1, 1972

Eppa Hunton, IV	Robert A. Wilson
Edward A. Wayne	

OFFICERS OF ADMINISTRATION

Correspondence should be addressed to Administrative Offices, 901 West Franklin Street, Richmond, Virginia 23220

Administrative Officers

Roland H. Nelson, Jr., A.B., M.Ed., Ed.D.-----Provost*
 Francis J. Brooke, B.A., M.A., Ph.D.-----Academic Vice-President**
 James W. Bailey, A.B., B.D., M.A.-----Asst. Vice-President***
 William O. Edwards, B.S., M.A.-----Director of Development

Deans and Directors of Schools

John V. Ankeney, B.S., M.S.Ed.-----Director, School of Engineering Technology
 Evelyn C. Bacon, B.A., M.S.-----Director, School of Nursing
 Herbert J. Burgart, B.A., M.Ed., D.Ed.-----Dean, School of Art
 Arnold P. Fleshood, B.A., M.S., Ed.D.-----Dean, School of Education
 Lewis C. Goldstein, B.S., M.S., Ph.D.-----Assistant Dean, School of Arts and Sciences
 J. Curtis Hall, A.B., M.S., Ed.D.-----Dean, School of Business
 Cornelius A. Kooiman, O.T.R., B.S., M.A.-----Director, School of Occupational Therapy
 John D. Lambert, B.S., M.S. -----Assistant Dean, School of Business
 Richard Lodge, B.A., M.S.W., D.S.W.-----Dean, School of Social Work
 John A. Mapp, A.B., M.A.-----Director of Evening College and Summer Session
 Charles Renick, B.F.A., M.F.A.-----Assistant Dean, School of Art
 Elaine Z. Rothenberg, A.B., M.S.S. -----Associate Dean, School of Social Work
 Wade O. Stalnaker, A.B., A.M., Ph.D.-----Director, School of Rehabilitation Counseling
 Richard S. Vacca, A.B., M.S., Ed.D.-----Assistant Dean, School of Education
 J. Edwin Whitesell, A.B., M.A., Ph.D.-----Dean, School of Arts and Sciences

Chairmen of Instructional Divisions

L. Wayne Batty, B.M.Ed., B.M., M.M.-----Chairman, School of Music
 Charles A. B. Foster, B.S., M.S.-----Manager, School of Engineering (V.P.I.)
 Lois McG. Washer, B.S., M.S.-----Chairman, School of Social Science
 Mary Louise Wellman, A.B., M.S.-----Acting Chairman, School of Distribution

*Until August 1, 1968.

**Also Acting Provost from August 1, 1968.

***Appointments effective as of July 1, 1968.

Instructional Services

O. J. Paris, B.S., M.Ed.-----*Director of Admissions****
Merle V. Slater, B.S.B.A., M.A.Ed.-----*Registrar*
Walter F. Stiers, B.S., M.S.-----*Assistant Registrar*
Newton H. Deal, A.B., M.A., B.S.L.S.-----*Director of Libraries****
Rosamond McCanless, A.B., A.B. in L.S., M.A.-----*Librarian*
Edwin E. Blanks, B.S., M.S.-----*Director, Computer Center*

Student Services

Charles M. Renneisen, B.S., M.S., Ed.D.-----*Dean of Students*
Jane Bell Gladding, B.A., M.S.-----*Dean of Women*
Richard E. MacDougall, B.A., M.S.-----*Dean of Men*
Eugene M. Meadows, B.S., M.S., Ed.D.-----*Director, Counseling Center****
John D. Call, M.D.-----*College Physician*
James L. Dunn, B.S.-----*Director of Placement*

Business Management

Raymond T. Holmes, Jr., B.S., C.P.A.-----*Comptroller*
Ernest V. Woodall-----*Bursar*

***Appointments effective as of July 1, 1968.

INSTRUCTIONAL STAFF (1967-68)

The date after each name indicates year of appointment.

- ABERNATHY, FRANK H., JR.* (1966)-----*Assistant Instructor of Business*
A.B., Duke University.
- ALEXANDER, NANCY S. (1957)-----*Assistant Professor of Physical Education*
A.B., College of William and Mary; M.S. University of Richmond.
- ALLEN, EDWARD P. (1950)-----*Associate Professor of Physical Education*
B.S., Rhode Island State College; M.Ed., Boston University.
- ALTIZER, BETTY E. (1967)-----*Assistant Professor*
of Mathematics
B.S., M.S., West Virginia University
- AMPOLO, O'DEAN (1967)* -----*Assistant Instructor of Physical Education*
- ANDERSON, RACHEL N. (1965)-----*Assistant Instructor of Physical Education*
B.S., Madison College.
- ANDREWS, ANN BOYKIN (1965)* -----*Assistant Instructor of Fashion Art*
Certificate in Fashion Illustration, Richmond Professional Institute.
- ANKENEY, JOHN V. (1957)-----*Professor of Engineering Technology and*
Dean of School of Engineering Technology
B.S., West Virginia Institute of Technology; M.S.Ed., Cornell University.
- APGAR, NICHOLAS A. (1962)-----*Assistant Professor of Communication Art*
B.F.A., M.F.A., Syracuse University.
- APOSHYAN, JOSEPH M. (1961)-----*Associate Professor of Psychology*
B.A., Southern Methodist University; Ph.D., Columbia University.
- ARMOUR, CAROLYN K. (1965) -----*Instructor of English*
B.A., Midwestern University; M.A., Tulane University.
- ARMOUR, ROBERT A. (1963) -----*Instructor of English*
B.A., Randolph-Macon College; M.A., Vanderbilt University.
- BACON, EVELYN C. (1965)-----*Associate Professor of Nursing*
and Director of School of Nursing
B.A., University of Iowa; M.S., University of Chicago.
- BAILEY, JAMES W. (1964) -----*Associate Dean of College*
and Professor of Education
A.B., Cornell College; B.D., Garrett Theological Seminary;
M.Ed., University of Chicago.

*Part-time.

- BAILEY, JAMES W. (1967) ----- *Instructor of Business*
B.A., University of Richmond; M.B.A., University of South
Carolina.
- BAKER, DONALD R. (1966) ----- *Assistant Professor of Chemistry*
B.S., Randolph-Macon College; M.S., Lehigh University.
- BARBER, ALICE L. (1964) ----- *Associate Professor of Social Work*
B.A., Southeastern Louisiana College; M.S.S.W., Tulane Uni-
versity School of Social Work.
- BARNES, PAULINE E. (1966) ----- *Assistant Professor of Social Work*
B.A., Longwood College; M.S.W., University of North Caro-
lina.
- BASS, ROBERT G. (1962) ----- *Associate Professor of Chemistry*
B.S., Virginia Polytechnic Institute; Ph.D., University of Vir-
ginia.
- BATTY, L. WAYNE (1949) ----- *Professor of Music*
and Chairman of the School of Music
B.M.Ed., Illinois Wesleyan University; B.M., Kansas City
Conservatory; M.M., Chicago Musical College.
- BAYLISS, J. TEMPLE (1967) ----- *Assistant Professor of Physics*
B.A., Bowdoin College; Ph.D., University of Virginia.
- BECHTEL, WILLIAM A. (1967) ----- *Assistant Professor of Law Enforcement*
B.S., M.S., California State College.
- BECK, SUDIE Y. (1964) ----- *Instructor of English*
B.A., Phillips University; M.A., Oklahoma State University.
- BECKSFORT, HOWARD F. (1967) ----- *Visiting Professor of Mathematics*
B.A., Hope College (Michigan); M.A., Tulane University;
Ph.D., Syracuse University.
- BEITZELL, NEIL D. (1966) ----- *Instructor of Communication Arts*
B.S., Illinois Institute of Technology; M.F.A., Rhode Island
School of Design.
- BERENT, STANLEY (1967) ----- *Instructor of Psychology*
B.S., Old Dominion College; M.S., Richmond Professional
Institute.
- BERKOWITZ, HELEN (1963) ----- *Instructor of English*
A.B., Mount Holyoke College; M.A., University of Richmond.
- BEVILAQUA, WILLIAM OTTO (1955) ----- *Associate Professor of*
Communication Arts
B.F.A., Richmond Professional Institute; M.F.A., University
of North Carolina.

- BIDDLE, THELMA S. (1966)-----*Instructor of History*
B.S.Ed., Trenton, New Jersey State Teachers College; M.Ed.,
College of William and Mary.
- BIEHL, ARTHUR O. (1954) -----*Assistant Professor of Communication Arts*
B.F.A., Richmond Professional Institute.
- BIGELOW, ALDEN G. (1957)-----*Associate Professor of History and*
Political Science
B.S., M.A., Ph.D., University of Virginia.
- BILMOND, CHARLES W. (1964)-----*Instructor of Engineering Technology*
B.S., Virginia Polytechnic Institute.
- BIRINDELLI, CHARLOTTE M. (1967)*-----*Assistant Instructor of*
Physical Education
- BIRMINGHAM, JOHN C., JR. (1966)-----*Assistant Professor of Spanish*
A.B., East Carolina College; M.A., Middlebury College.
- BLAKE, JOHN A. (1949)-----*Associate Professor of Psychology*
A.B., Presbyterian College; M.A., Johns Hopkins University.
- BLAKE, WILLIAM E., JR. (1965)-----*Assistant Professor of History*
B.A., University of Cincinnati; M.A., B.D., Cincinnati Bible
Seminary; Th.M., Union Theological Seminary.
- BLAKELY, LEWIS H. (1967)-----*Instructor of Engineering Technology*
B.S., West Virginia Institute of Technology.
- BLANKS, EDWIN E. (1965)-----*Instructor of Business*
B.S., M.S., Richmond Professional Institute.
- BONDS, MAURICE (1942)-----*Professor of Art History*
and Head of the Department
B.F.A., Richmond Professional Institute; M.A., Columbia Uni-
versity; Art Students League of New York (1 year); American
University, Shrivensham, England (1 semester).
- BOWIE, JONATHAN T. (1963)___*Assistant Professor of Communication Arts*
B.F.A., Colorado College; M.F.A., University of Michigan.
- BOWLES, DONALD H. (1961)-----*Associate Professor of Retailing*
A.B., Harvard University; M.S., University of Richmond.
- BRICELAND, ALAN V. (1966)-----*Assistant Professor of History*
A.B., College of William and Mary; M.A., Ph.D., Duke Uni-
versity.
- BRIGGS, FRANCES M. (1966)-----*Associate Professor of English/Education*
A.B., Duke University; M.A., George Peabody College; Ph.D.,
University of North Carolina.

*Part-time.

- BROWN, E. ALLAN (1951)-----*Professor of English and
Chairman of the Department*
A.B., M.A., Ph.D., University of North Carolina.
- BROWN, I. DOUGLASS (1966)----*Professor of Sociology and Social Welfare*
A.B., Butler University; M.A., University of Wisconsin; Ed.D.,
Indiana University.
- BROWN, KAY B. (1959)*-----*Assistant Professor of Distributive
Education*
B.S., M.S., Richmond Professional Institute.
- BUMGARDNER, JAMES A. (1958)--*Assistant Professor of Communication Arts*
B.F.A., Richmond Professional Institute; Hans Hofmann
School of Art.
- BURGART, HERBERT J. (1966)--*Professor of Art and Dean of the School of Art*
B.A., Long Beach State College (California); M.Ed., D.Ed.,
Pennsylvania State University.
- BURTON, DOROTHY T. (1965)-----*Assistant Professor of Education*
B.S., Richmond Professional Institute; M.Ed., University of
Virginia.
- BUSCH, J. RODNEY (1967)-----*Instructor of Dramatic Art and Speech*
B.A., Glenville State College (West Virginia); M.A., Penn-
sylvania State University.
- BUTZ, RICHARD A. (1966)-----*Instructor of Arts and Crafts*
B.F.A., Wittenberg University; M.F.A., State University of
New York at Alfred.
- BYERLY, GERALD D. (1966)-----*Instructor of Painting*
B.F.A., Washington University (St. Louis); M.F.A., University
of Colorado.
- CAMERON, EARL W. (1965)---*Assistant Professor of Engineering Technology*
B.S. in Trade and Industrial Education, Oklahoma State Uni-
versity.
- CAMPBELL, JEWETT (1947)----*Associate Professor of Communication Arts*
New York Art Students' League (three years); Skowhegan
School of Painting and Sculpture (two summers); Hans Hof-
mann School of Art (two summers).
- CARLYON, RICHARD N. (1960)--*Assistant Professor of Communication Arts*
B.F.A., M.F.A., Richmond Professional Institute.
- CARTER, ROY M. (1965)-----*Assistant Professor of Dramatic Art*
B.F.A., M.F.A., Richmond Professional Institute.
- CARUTHERS, MELINA S. (1967)-----*Instructor of Costume Design*
B.S., Sam Houston State College.

*Part-time.

- CHARNOCK, JOANNA R. (1964)-----*Assistant Professor of Music (Voice)*
B.M., M.M., Westminster Choir College.
- CHERRY, MILTON (1950)-----*Associate Professor of Music*
B.M., American Conservatory of Music; M.M., Chicago
Musical College; private pupil of Hugo Kortschak, New York
City.
- CHWOROWSKY, MARTIN P. (1966)-----*Professor of Social Science*
A.B., Harvard University; L.L.B., Harvard University Law
School; A.M., Ph.D., University of Pittsburgh.
- COFFMAN, EDWARD N. (1966)-----*Instructor of Business*
B.S., M.S., Richmond Professional Institute.
- CORBETT, JAMES E., JR. (1961)-----*Instructor of Mathematics*
B.S., North Carolina State College.
- CLEARFIELD, SIDNEY M. (1967)-----*Assistant Professor of Social Work*
B.S., Temple University; M.S.W., University of Pennsylvania.
- CULL, JOHN G., JR. (1966)---*Associate Professor of Rehabilitation Counseling*
B.S., M.Ed., Texas A. and M. University; Ph.D., Texas Tech-
nological College.
- CURTLER, GERTRUDE C. (1958)-----*Assistant Professor of English*
B.A., Vassar College; M.A., University of Richmond.
- DAHLKE, H. OTTO (1966)-----*Professor of Social Work*
B.A., M.A., University of Illinois; Ph.D., University of Wis-
consin; 3rd Year Certificate in Social Work, University of
Pennsylvania.
- DAVIS, ANNIE MERLE (1963)-----*Associate Professor of Education*
B.S., Longwood College; M.A., College of William and Mary.
- DAVIS, FAIRFAX G. (1959)---*Assistant Professor of Engineering Technology*
B.S., Randolph-Macon College; M.S., Richmond Professional
Institute.
- DEES, BENNY (1967)-----*Assistant Professor of Physical Education*
and Head Coach of Basketball
B.S., University of Wyoming; M.A., George Peabody College.
- DeWITT, DAVID A. (1967)-----*Instructor of English*
B.A., University of Virginia; M.A., University of Richmond.
- DONATO, GERALD M. (1967)-----*Instructor of Graphics*
B.S., M.A., Northern Illinois University; M.F.A., University of
Wisconsin.
- DOWD, MARYBRUCE L. (1963)-----*Instructor of Biology*
B.S., M.S., University of South Carolina.
- DRAKE, MARGARET S. (1967)-----*Instructor of Engineering Technology*
B.S., M.S., University of Tennessee.

- DUKE, ELIZABETH F. (1966)-----Assistant Professor of English
B.A., Longwood College; M.A., University of Virginia.
- DUKE, J. MAURICE (1966)-----Assistant Professor of English
A.B., College of William and Mary; M.A., University of Iowa.
- DUNDON, H. DWYER (1966)-----Assistant Professor and Coordinator
of Graduate Study, Occupational Therapy
A.B., M.A., University of Missouri; Certificate in Occupational Therapy, Washington University (St. Louis).
- EASTMAN, ALLAN A. (1950)-----Associate Professor of Crafts
and Head of the Department
B.S., University of New York at Buffalo; Diploma in Art Education, Pratt Institute; Diploma in Design, Vesper George School of Art.
- EDWARDS, WILLIAM O. (1960)-----Associate Professor of Business
and Director of Development
B.S., M.A., University of Missouri.
- ELLIOTT, WILLIAM C. (1966)-----Instructor of English
A.B., Samford University (Alabama); M.A., University of Alabama.
- ELY, VIVIEN KING (1962)-----Assistant Professor of Distributive Education
B.S., East Tennessee State College; M.S., Richmond Professional Institute.
- FALKE, DAVID R. (1963)-----Assistant Professor of Business
B.S., University of Pittsburgh; M.B.A., University of Maryland.
- FALLEN, NANCY H. (1967)-----Assistant Professor of Special Education
B.S., Mary Washington College; M.Ed., College of William and Mary.
- FAULS, JOHN T. (1966)-----Associate Professor of Psychology/Education
A.B., Harvard University; Ph.D., Florida State University.
- FAWLEY, LOUISA P. (1965)-----Instructor of English
B.A., Westhampton College; M.A., Columbia University.
- FEDERICO, SALVATORE L. (1967)-----Assistant Instructor of Painting
B.F.A., Richmond Professional Institute; M.A., Hunter College.
- FEINBERG, EDWIN H. (1966)*-----Assistant Professor of Biology
A.B., A.M., Boston University; Ph.D., Cornell University.
- FERGUSON, BOBBY R. (1964)-----Assistant Professor of Distributive
Education
B.A., Roanoke College; M.S., Virginia Polytechnic Institute.

*First Semester, 1967-68.

- FERGUSON, CLINTON S. (1959)-----*Associate Professor of Economics*
B.B.A., University of Chattanooga; M.S., University of Tennessee.
- FERGUSON, JERRY THOMAS (1965)-----*Instructor of Business*
B.S., M.S., Virginia Polytechnic Institute.
- FIELD, JERRY JEWETT (1961)-----*Assistant Professor of Interior Design*
B.S., Certificate in Interior Design, Richmond Professional Institute; Diploma, Parsons School of Design.
- FFOLIOTT, CHARLES F. (1967)-----*Assistant Professor of Physics*
E.E., M.S., Renselaer Polytechnic Institute.
- FLESHOOD, ARNOLD PENDLETON (1965)-----*Professor of Education*
B.A., University of Richmond; M.S., Virginia Polytechnic Institute; Ed.D., Columbia University.
- FLETCHER, CHARLES E. (1967)-----*Assistant Professor of Business*
B.S., University of Alabama; M.A., New Mexico Highlands University.
- FLIPPEN, EDWARD L. (1967)-----*Instructor of Economics*
B.S., Richmond Professional Institute; M.B.A., College of William and Mary.
- FOSTER, CHARLES A. B. (1946)-----*Professor of Engineering and
Manager of School of Engineering and Architecture*
B.S., M.S., Virginia Polytechnic Institute.
- FREASIER, BARNEY, R., JR. (1967)-----*Assistant Professor of Accounting*
B.S., University of Richmond, M.S., Richmond Professional Institute.
- FREED, DAVID C. (1966)-----*Instructor of Graphics*
B.F.A., Miami University (Ohio); M.F.A., University of Iowa; Royal College of Art, London (1 year).
- FRY, KENNETH R. (1966)-----*Assistant Professor of English*
B.S.Ed., Northwest Missouri State College; M.A., University of Nebraska; Ph.D., University of Missouri.
- GELIN, BEN AMI (1966)-----*Assistant Professor of Social Work*
B.A., University of Buenos Aires, Argentina; M.S.W. and Advanced Certificate in Social Work Research, University of Pennsylvania.
- GIBBY, ROBERT G. (1961)*-----*Associate Professor of Psychology*
B.A., M.A., Ohio State; Ph.D., University of Michigan.
- GIBBY, ROBERT G., JR. (1964)-----*Assistant Professor of Psychology*
B.A., University of Richmond; M.A., Ph.D., Catholic University.

*Part-time.

- GILHOFF, JOHANNA M. (1961)*-----*Assistant Instructor of German*
- GLADDING, JANE B. (1947)-----*Associate Professor of Chemistry
and Dean of Women*
B.A., Smith College; M.S., University of Richmond.
- GLOVER, JACK D. (1967)-----*Instructor of Art Education
Director Audio Visual Services*
B.F.A., John Herron Art Institute (Indianapolis); M.S., Indiana University.
- GOGGIN, WILLIAM F. (1966)-----*Instructor of English*
A.B., College of William and Mary; M.Ed., University of Virginia.
- GOLD, HILDA (1958)*-----*Assistant Professor of Social Work*
A.B., Douglass College; Diploma, New York School of Social Work.
- GOLDEN, JOSEPH (1967)-----*Professor of Social Work*
B.A., M.A., Ph.D., University of Pennsylvania.
- GOLDSTEIN, LEWIS C. (1955)-----*Professor of Biology
Assistant Dean, School of Arts and Sciences*
B.S., M.S., University of Richmond; Ph.D., University of Virginia.
- GOODMAN, VICKIE R. (1966)-----*Assistant Instructor of Fashion*
B.F.A., Richmond Professional Institute.
- GORDON, ANDREW J. (1965)-----*Assistant Professor of Business*
B.S., M.S., Virginia Polytechnic Institute; C.P.A.
- GOSSETT, CHARLESANA L. (1965)-----*Assistant Instructor of Fashion Art*
B.F.A., Richmond Professional Institute.
- GRABINSKI, STEPHEN J.* (1966)-----*Instructor of Journalism*
B.F.A., Philadelphia College of Art.
- GRAHAM, ANN L. (1967)-----*Instructor of Business*
A.B., West Liberty College (West Virginia); M.Ed., University of Pittsburgh.
- GRAHAM, RICHARD M. (1966)-----*Instructor of Sculpture*
B.F.A., Boston University; M.F.A., Rhode Island School of Design.
- GRAY, BETTY W. (1967) -----*Instructor of English*
A.B., Florida State University; M.A., State College of Iowa.
- GRIFFIN, JOHN E., JR. (1966)-----*Instructor of Engineering and Architecture*
B.S., M.A., Appalachian State Teachers College (North Carolina).

*Part-time.

- GRIMSLEY, JAMES E. (1954)*-----*Instructor of Journalism*
A.B., College of William and Mary.
- GROGAN, MARTHA K. (1965)-----*Assistant Professor of Mathematics*
A.B., M.A., University of North Carolina.
- GROMAN, WILLIAM D. (1965)-----*Associate Professor of Psychology*
B.A., M.S., University of Miami (Florida); Ph.D., Duke University.
- GUNTER, BENNY D. (1965)-----*Instructor of Interior Design*
A.B., Bridgewater College; B.F.A., Richmond Professional Institute; M.Ed., University of Virginia.
- HALL, A. LEE (1954, 1963)-----*Assistant Professor of Business*
B.S., M.S., Virginia Polytechnic Institute.
- HALL, J. CURTIS (1962)-----*Professor of Business and
Dean of School of Business*
A.B., Duke University; M.S., Virginia Polytechnic Institute; Ed.D., Columbia University.
- HALL, THOMAS O. (1967)-----*Associate Professor of
Philosophy and Religion*
A.B., Hampden-Sydney College; B.D., Th.M., Th.D., Southwestern Baptist Theological Seminary.
- HALSTED, CHRISTINA H. (1967)-----*Instructor of English*
A.B., University of North Carolina; M.A., University of Richmond.
- HAMILTON, DOROTHY TENNENT (1946)-----*Instructor of Interior Design*
Certificate in Interior Decoration, Richmond Professional Institute.
- HANSEN, MICHAEL R. (1966)-----*Instructor of Business*
B.S., M.B.A., Old Dominion College.
- HARDY, DOROTHY H. (1961)*-----*Instructor of Interior Design*
Certificate in Interior Design, Richmond Professional Institute.
- HARLAN, JAMES C. (1967)-----*Assistant Professor of Biology*
A.B., Duke University; M.S., University of Tennessee; Ph.D., University of Mississippi Medical Center.
- HARRIS, GRACE E. (1967)-----*Assistant Professor of Social Work*
B.S., Hampton Institute; M.S., Richmond Professional Institute.
- HAWTHORNE, LILLIAN M. (1965)-----*Assistant Professor of Nursing*
B.S., Medical College of Virginia; M.S., University of North Carolina.
- HELMER, JULIUS C., JR. (1967)-----*Instructor of Business*
A.B., University of Virginia.

*Part-time.

- HESTER, ROBERT F. (1953)-----*Associate Professor of Interior Design
and Head of the Department*
B.S., Wake Forest College; Diploma, Parsons School of Design; M.A., Cornell University.
- HILTON, JOHN T. (1950) -----*Professor of Communication Arts
and Head of the Department*
B.F.A., Yale School of Fine Arts; M.S., Institute of Design, Illinois Institute of Technology.
- HINTER-REITER, H. GILDA (1967)-----*Associate Professor of Art History*
B.A., Sir George Williams University (Canada); M.Ed., D.Ed., Pennsylvania State University.
- HOADLEY, LEONARD G. (1959)___*Associate Professor of Engineering Technology*
B.E., Wisconsin State College; M.Ed., Colorado State University.
- HODGES, RAYMOND (1940)-----*Professor of Dramatic Art and Speech
and Head of the Department*
B.S., State College, Bloomsburg, Pennsylvania; M.A., Teachers College, Columbia University.
- HODGES, SOPHIA U. (1962)-----*Assistant Instructor of English and
Assistant to the Dean of the Evening College*
B.A., Chadron State College (Nebraska); M.A., Stanford University.
- HOLLOWAY, C. THOMAS (1957, 1963)___*Assistant Professor of Dramatic Art*
B.F.A., Richmond Professional Institute; M.F.A., Boston University.
- HONEYCUTT, FAY C. * (1966)-----*Instructor of Retailing*
B.A., Meredith College; M.S., University of North Carolina.
- HORMACHEA, CARROLL R. (1964)___*Assistant Professor of Law Enforcement*
B.A., M.S., Trinity University.
- HOUGHTON, CLARE G. (1965)-----*Instructor of Library Science*
B.A., Radford College; M.A., George Peabody College for Teachers.
- HUDGINS, HERMAN W. (1967)-----*Instructor of Business*
B.S., M.C., University of Richmond.
- HUNTER, JACK R. (1957)*-----*Associate Professor of Journalism
and Head of the Department*
B.A., University of Virginia.
- HUTCHINSON, JOHN D., IV (1967)-----*Assistant Professor of Rehabilitation
Counseling*
B.S., Virginia Polytechnic Institute; M.S., Richmond Professional Institute.

*Part-time.

- HYLAND, RUTH H. (1949)*-----Associate Professor of Art Education
B.S., University of Illinois; M.A., Teachers College, Columbia University.
- HYNISON, PRISCILLA C. (1967)-----Assistant Professor of Art Education
B.S., East Carolina College; M.A., George Peabody College.
- INGRAM, MARVIN L. (1949)-----Professor of Economics
B.A., University of North Carolina; M.A., Ed.D., New York University.
- JACKSON, ESTELLE S. (1967)-----Instructor of Journalism
B.A., University of Illinois; M.A., University of Michigan.
- JACKSON, RONALD H. (1966)-----Instructor of Communication Arts
B.F.A., Richmond Professional Institute; M.F.A., California College of Arts and Crafts.
- JACOBSON, LEON (1966)-----Professor Art/Education
B.A., College of the City of New York; M.A., Ph.D., University of Southern California.
- JEFFREY, JACKSON E. (1962)-----Associate Professor of Biology
B.S., Richmond Professional Institute; R. P. T. and Certificate in Physical Therapy, Medical College of Virginia; M.S., Virginia Polytechnic Institute; Ph.D., Medical College of Virginia.
- JENNINGS, GEORGE W. (1966)-----Associate Professor of Economics
A.B., Emory University; M.A., University of Georgia; Ph.D., University of Virginia.
- JOHNSON, CHARLES G. (1965)-----Instructor of Engineering Technology
A.B., Norwich University; M.Ed., Montclair State College (New Jersey).
- JOHNSON, LUCIE J. (1967)-----Assistant Professor of Social Work
A.B., Wake Forest College; M.S.W., Tulane University.
- JOHNSTON, RUSSELL A. (1956)-----Associate Professor of Business
B.S., M.S., Richmond Professional Institute; Ed.D., University of Kentucky.
- JONES, CLARENCE G., JR. (1965)-----Instructor of Physical Education
B.S., Virginia Polytechnic Institute; M.Ed., University of North Carolina.
- JONES, CLINTON E. (1962)-----Assistant Professor of Engineering Technology
B.S., North Carolina State University; M.A., University of Michigan.
- JONES, CLYDE (1964)-----Assistant Professor of English
B.A., Furman University; M.A., Peabody College.

* Retired February 1, 1968.

- JONES, JEAN BOYD (1964)-----*Assistant Professor of Social Work*
A.B., Oberlin College; M.S.S.A., Western Reserve University.
- JORDAN, ANNE MAE (1965)-----*Instructor of English*
B.S., College of William and Mary; M.Ed., University of Virginia.
- KALIF, GEORGE T. (1943)-----*Professor of Social Work*
B.A., M.A., M.S.W., Tulane University; Ph.D., Harvard University.
- KAPP, MARY E. (1940, 1946)-----*Professor of Chemistry*
and Head of Department
A.B., University of North Carolina; M.A., Duke University; Ph.D., University of North Carolina.
- KAUFMAN JOHN (1966)-----*Assistant Professor of Engineering Technology*
B.S., U. S. Naval Academy; M.E., Pennsylvania State University.
- KEESEE, CURTIS G., JR. (1957)-----*Assistant Professor of Education*
B.S., American University; S.T.B., Westminster Theological Seminary; M.Ed., University of Virginia; Ed.D., University of Virginia.
- KEVORKIAN, RICHARD E. (1964)-----*Instructor of Painting and Graphics*
B.F.A., Richmond Professional Institute; Summer Session, Pennsylvania Academy of Fine Arts; M.F.A., California College of Arts and Crafts.
- KIMBROUGH, T. DANIEL, JR. (1967)-----*Assistant Professor of Biology*
B.S., M.A., University of Alabama; Ph.D., Auburn University.
- KIRK, THOMAS A., JR. (1966)-----*Assistant Professor of Psychology*
B.A., St. Vincent College (Pennsylvania); M.A., Catholic University.
- KNUDTSON, THOMAS A. (1967)-----*Instructor of Communication Arts*
B.Sc., M.Sc., (Cinematography) Illinois Institute of Technology, Institute of Design.
- KOOIMAN, CORNELIUS A. (1961)-----*Associate Professor and Director*
of School of Occupational Therapy
O.T.R., B.S., University of Minnesota; M.A., University of Southern California.
- KOPLIN, BRUCE M. (1964)-----*Instructor of Art History*
B.F.A., M.F.A., Richmond Professional Institute.
- KRUMM, TERRY (1967)-----*Associate Professor and Head of Department*
of Art Education
B.F.A., University of Denver; M.A., Hunter College.

- LAMBERT, JOHN D. (1955)-----*Associate Professor of Business*
B.S., Richmond Professional Institute; M.S., Virginia Poly-
technic Institute.
- LANE, LIONEL C. (1966)-----*Associate Professor of Social Work*
B.A., Long Island University; M.S. in Ed., College of the City
of New York; M.S., New York School of Social Work; D.S.W.,
University of Pennsylvania School of Social Work.
- LAWES, ROBERT C., JR. (1966)-----*Assistant Professor of Music*
B.M., Henderson State Teachers College (Arkansas); M.M.,
Ph.D., North Texas State University.
- LAZARUS, ALAN H. (1967)-----*Instructor of Crafts*
B.F.A., M.F.A., Rochester Institute of Technology.
- LEDOUX, WILL A. (1964)*-----*Assistant Professor of Chemistry*
B.S., M.S., University of Southwestern Louisiana.
- LEFELHOCZ, JOHN F. (1967)*-----*Assistant Professor of Chemistry*
B.S., Ph.D., University of Notre Dame.
- LEE, DOROTHY E. (1960)-----*Associate Professor of Business*
B.S., M.S., Albany State University; Ph.D., New York Uni-
versity.
- LEWIS, CLAYTON D. (1967)-----*Assistant Professor of Special Education*
B.S., Eastern Michigan University; M.A., University of Michi-
gan.
- LLOYD, BETTY (1956)-----*Assistant Professor of English*
B.A., M.A., Northwestern University.
- LODGE, RICHARD (1965)-----*Professor of Social Work and Dean,*
School of Social Work
B.A., Carnegie Institute of Technology; M.S.W., University
of Pittsburgh School of Social Work; D.S.W., University of
Pennsylvania School of Social Work.
- LOHMANN, VIRGINIA M. (1965)-----*Instructor of Business*
B.A., Valparaiso University; M.S., Richmond Professional
Institute.
- LOHR, C. MICHAEL (1966)-----*Assistant Professor of Mathematics*
B.S., M.Ed., University of Virginia.
- LONG, JOHN L. (1965)-----*Assistant Instructor of Interior Design*
B.A., Wake Forest College; B.D., Southeastern Baptist Theo-
logical Seminary; B.F.A., Richmond Professional Institute.
- LONGEST, GEORGE C. (1963)-----*Instructor of English*
B.A., M.A., University of Richmond.
- LOOMER, E. COFER (1961)-----*Assistant Professor of Distributive Education*
B.S., M.S., Richmond Professional Institute.

*On educational leave.

- LOONEY, JAMES R. (1964)-----*Assistant Professor of Advertising*
B.S., East Tennessee State University; M.S., Richmond Professional Institute.
- LUCAS, AUBREY L. (1963)-----*Instructor of Business*
B.S., M.S., Richmond Professional Institute.
- LUMPKIN, R. PIERCE (1961)-----*Professor of Economics*
B.A., University of Richmond; M.A., Ph.D., Harvard University.
- LUTH, DIETRICH (1967)-----*Instructor of Anthropology*
B.A., M.A., University of British Columbia.
- LYLE, JOHN D. (1967)-----*Instructor of History*
A.B., Pfeiffer College; M.A., University of South Carolina.
- LYNCH, JEANNE S. (1964)*-----*Assistant Professor of English*
B.S., Longwood College; M.Ed., University of Virginia.
- MacDOUGALL, RICHARD E. (1960)---*Assistant Professor of Psychology and*
Dean of Men
B.A., Boston College; M.S., Richmond Professional Institute.
- MacKENZIE, JOHN S. (1964)-----*Assistant Professor of English*
B.A., City College of New York; M.A., Columbia University.
- MAGILL, GEORGE D. (1962)-----*Instructor of Physical Education*
B.S., Richmond Professional Institute; M.Ed., University of Virginia.
- MAGISTRO, CHARLES J. (1967)-----*Instructor of Communication Arts*
B.F.A., Carnegie Institute of Technology; M.F.A., Ohio State University.
- MANSFIELD, VIRGIL C. (1967)-----*Instructor of Adult Education*
B.S., M.S., Richmond Professional Institute.
- MAPP, JOHN A. (1964)-----*Associate Professor of Education, Dean,*
Continuing Education, and Director of Evening College
B.A., College of William and Mary; M.Ed., New York University.
- MARKHAM, ROBERT C. (1962)-----*Assistant Professor of English*
B.A., M.A., LL.B., University of Richmond.
- MARONICK, THOMAS J. (1966)-----*Instructor of Business*
B.A., Seminary of the Northwest (Washington); M.S.B.A., University of Denver.
- MARTIN, BERNARD M. (1961)-----*Assistant Professor of Painting*
and Graphics and Head of the Department
B.F.A., Richmond Professional Institute; M.A., Hunter College.

*On educational leave.

- MARTIN, STEPHEN R. (1967)-----*Instructor of Advertising and Retailing*
B.S.B.A., University of Denver; M.S., Indiana University.
- MAY, MARGARET L. (1955)-----*Assistant Professor of Biology*
B.S., American University; M.S., George Washington University.
- McCANLESS, ROSAMOND (1938)-----*Associate Professor and Librarian*
A.B., Converse College; A.B. in Library Science and M.A., University of North Carolina.
- McGEARY, KATHRYN M. (1965)-----*Assistant Professor of Retailing*
B.S., North Dakota State University; M.S., New York University.
- McGINTY, MARY B. (1958)-----*Associate Professor of Business*
B.S., Marywood College; M.Ed., University of Virginia.
- McGRATH, MATTHEW J., JR.* (1964)-----*Assistant Professor of Business*
B.S., M.S., Richmond Professional Institute.
- McILWRAITH, CLARA B. (1965)-----*Instructor of English*
A.B., Mary Baldwin College; B.S., Madison College; M.A., University of Richmond.
- McKINNEY, CHARLES G. (1963)-----*Assistant Professor of Engineering Technology*
B.S., Massachusetts Institute of Technology.
- McKINNEY, KATHERINE R. (1963)-----*Instructor of Nursing*
B.S., Woman's College of University of North Carolina; M.S., Richmond Professional Institute.
- MEDLEY, REGINA C. (1967)-----*Instructor of Arts and Crafts*
B.S., M.F.A., Bowling Green State University.
- MEHARG, EDWARD L. (1967)-----*Instructor of Data Processing*
B.A., University of Nevada; M.A., University of California.
- MILLER, ROBERT P. (1967)-----*Assistant Professor of Business*
B.S., M.S., Madison College.
- MINER, MACK V. (1966)-----*Instructor of Retailing*
B.S.B.A., M.S.B.A., University of Denver.
- MIRR, EDWARD A. (1960)-----*Assistant Professor of Music*
B.A., Queens College; M.A., Teachers College, Columbia University.
- MONCURE, JENNIE B. (1966)-----*Instructor of Elementary Education*
B.S., Richmond Professional Institute; M.A., Teachers College, Columbia University.
- MONTAGUE, ANNE M. (1963)-----*Assistant Professor of Social Work*
A.B., Meredith College (Raleigh, N. C.); M.S.S.W., Richmond Professional Institute.

*First Semester, 1967-68.

- MOODY, MARION (1964)-----*Assistant Professor of Social Sciences*
B.S., Richmond Professional Institute; M.S., University of Richmond.
- MOOREFIELD, JEAN A. (1966)-----*Instructor of Sociology*
B.S., East Carolina College; M.A.T., Duke University.
- MORLINO, VITO (1967)*-----*Assistant Professor of Chemistry*
B.S., Fordham University; M.Ed., College of William and Mary; Ph.D., University of Virginia.
- MURPHY, GLENN (1964)-----*Assistant Professor of Biology/Education*
A.B., M.A., University of Kentucky.
- MURRELLE, ALEXANDER C. (1963)-----*Instructor of Business*
B.S., University of Texas; LL.B., South Texas College of Law; M.S., University of Houston (Texas).
- MURRILL, MALCOLM L. (1948)-----*Associate Professor of Mathematics and Engineering*
B.A., Yale University; M.S., University of Richmond.
- MUSGRAVE, REUBEN L., JR. (1967)-----*Instructor of English*
B.A., M.A., University of Richmond.
- NAN, GEORGE D. (1963)-----*Assistant Professor of Communication Arts*
B.F.A., Rochester Institute of Technology; M.S., Illinois Institute of Technology.
- NELSON, FRANCIS C. (1967)-----*Associate Professor of German*
B.A., Maurus College, Hungary; M.A., Ph.D., University of Budapest; S.P.D., LL.D., Francis Joseph State University.
- NESBITT, MARION (1967)*-----*Professor of Elementary Education*
B.S., M.A., Ed.D., Teachers College, Columbia University.
- NEUMANN, MARGARETTA R. (1952)-----*Assistant Professor of Sociology and Social Welfare*
Ph.B., University of Chicago; M.A., School of Social Service Administration, University of Chicago.
- NEWDICK, RICHARD L. (1966)-----*Assistant Professor of Dramatic Art*
B.A., University of Maine; M.A., University of North Carolina.
- NOBLE, CECILE E.* (1966)-----*Instructor of French*
B.S., Richmond Professional Institute.
- NORTH, HAROLD E. (1965)-----*Assistant Instructor of Sculpture*
B.F.A., Rhode Island School of Design; M.F.A., Richmond Professional Institute.
- O'DONNELL, JAMES P. (1955, 1958)-----*Associate Professor of Advertising and Head of the Department*
A.B., Columbia College, Columbia University.

*Part-time.

- O'NEIL, KATHRYN C. (1958)-----*Assistant Professor of Mathematics*
A.B., Syracuse University; M.A., Teachers College, Columbia University.
- ORWIG, KENNETH R. (1966)-----*Assistant Professor of Biology*
B.S., Lebanon Valley College (Pennsylvania); Ph.D., University of Nebraska.
- OSTROW, ELLEN K. (1964)-----*Assistant Professor of Social Work*
B.S., University of Pittsburgh; M.S., Smith College School of Social Work.
- O'TOOLE, DENNIS (1967)-----*Instructor of Economics*
B.A., College of William and Mary; M.S., Richmond Professional Institute.
- OTTENBRITE, RAPHAEL M. (1967)*-----*Assistant Professor of Chemistry*
B.S., Ph.D., University of Windsor.
- PACE, JOYCE C. (1965)-----*Assistant Instructor of Fashion*
B.F.A., Richmond Professional Institute.
- PANDIELLO, ESTELA A. (1967)-----*Assistant Professor of Foreign Languages*
Ph.D., in Pedagogy, University of Havana.
- PASIERB, LEONARD G. (1963)-----*Assistant Professor of Sociology*
B.S., Arkansas State College (Jonesboro); M.S., Trinity University (San Antonio, Tex.).
- PAYLI, TURGUT M. (1966)-----*Assistant Professor of Mathematics*
B.S., M.S., Technical University of Istanbul, Turkey.
- PEABODY, WILLIAM A. (1967)-----*Instructor of Chemistry*
Ch.E., Colorado School of Mines; M.S., Ph.D., University of Colorado Medical School.
- PENDLETON, JAMES D. (1958)-----*Assistant Professor of English*
B.S., Davidson College; M.A., University of North Carolina.
- PEPPER, SUSAN E. (1967)-----*Instructor of English*
B.A., Westhampton College; M.A., University of Virginia.
- PERRITT, MARGARET J. (1962)-----*Assistant Instructor of Arts and Crafts*
and Assistant to the Dean of Women
B.F.A., Richmond Professional Institute.
- PERRY, REGINIA A. (1967)-----*Assistant Professor of Fine Arts*
B.S., Virginia State College; M.A., Ph.D., Western Reserve University.
- PFEIFER, CARL (1965)-----*Assistant Professor of Music*
B.S., Juilliard School of Music; M.M., University of Miami (Florida).

*Part-time.

- PHELAN, WILLIAM R. (1967)-----*Instructor of Communication Arts*
B.F.A., Massachusetts College of Art; M.F.A., Rochester
Institute of Technology.
- PILCHARD, WILLARD D. (1963)--*Assistant Professor of Communication Arts*
B.S., Institute of Design (Chicago); B.F.A., M.F.A., Yale
University.
- POLLAK, THERESA (1928)-----*Professor of Painting and Graphics*
B.S., University of Richmond; Harvard University (one sum-
mer); New York Art Students' League (four years); Hans
Hofmann School of Art (one summer).
- PUIG, JOSÉ R. (1967)-----*Instructor of Sculpture*
B.A., M.F.A., Southern Illinois University.
- QUIMBY, MARJORIE P. (1967) *Assistant Professor of Elementary Education*
B.S., University of Minnesota; M.A., University of Chicago.
- RATLEDGE, THOMAS (1967)-----*Instructor of Data Processing*
B.S., M.A., Appalachian State Teachers College.
- RENICK, CHARLES (1953)-----*Professor of Sculpture and Head of the*
Department
B.F.A., M.F.A., Richmond Professional Institute.
- RENNEISEN, CHARLES M. (1965)-----*Associate Professor of Education*
and Dean of Students
B.S., M.S., Indiana University; Ed.D., Michigan State Uni-
versity.
- REYNOLDS, ELIZABETH R. (1967)-----*Assistant Professor of English*
B.A., Winthrop College; M.A., Columbia University.
- REYNOLDS, JOHN D. (1967)-----*Assistant Professor of Biology*
B.S., M.Ed., Temple University; Ph.D., University of South
Carolina.
- RICHARDS, WALTER L., JR. (1951)-----*Associate Professor of Biology*
B.S., Virginia Military Institute; M.A., University of Virginia.
- RICHARDSON, GWENDOLYN R. (1966)-----*Instructor of Fashion Art*
B.F.A., Mississippi State College for Women; M.A., Univer-
sity of Alabama.
- ROACH, J. KENNETH (1961)-----*Professor of Business and Director, Graduate*
Studies in Business
A.B., Duke University; M.A., Columbia University; Ed.D.,
New York University.
- ROANE, THOMAS M. (1963)-----*Instructor of Engineering*
B.S., M.S., Virginia Polytechnic Institute.

- ROBERTSON, RICHARD H. (1967)*-----*Assistant Instructor of Business*
B.S., Richmond Professional Institute.
- ROBINSON, LAWRENCE (1959)**-----*Assistant Professor of Organ*
A.B., University of South Carolina; M.M., University of
Michigan.
- ROBINSON, LEAH T. (1965)-----*Instructor of Psychology*
B.S., M.S., Richmond Professional Institute.
- ROGERS, ALBERT A. (1946)---*Professor of History and Head of the Department*
B.A., University of Richmond; B.S., M.A., Ph.D., University
of Virginia; Postdoctoral Research, Harvard University and
University of Pennsylvania.
- ROSS, E. ALLAN (1967)-----*Instructor of Art History*
B.F.A., B.S., Ohio State University; M.F.A., Bowling Green
State University.
- ROTHENBERG, ELAINE Z. (1960)----*Associate Dean of the School of Social*
Work and Professor of Social Work
A.B., Queens College; M.S.S., Smith College School of Social
Work.
- ROUSE, VIRGINIA A. (1965)-----*Instructor of Music*
B.M. (Music Education), B.M. (Violin), M.M., Florida State
University.
- ROYSTER, ELIZABETH S. (1964)-----*Instructor of Physical Education*
B.S., Richmond Professional Institute.
- RUSSELL, DOJELO C. (1965)-----*Assistant Professor of Social Work*
B.A., University of Arkansas; M.S.W., Tulane University
School of Social Work.
- RUSSELL, MILO F. (1957)-----*Assistant Professor of Painting*
B.F.A., Richmond Professional Institute; M.A., University of
Virginia; Traveling Fellowship, Virginia Museum of Fine Arts.
- RYLAND, ANNE P. (1962)-----*Instructor of Interior Design*
B.A., Westhampton College; Parsons School of Design.
- SABINE, CLARK (1964)-----*Assistant Professor of Occupational Therapy*
O.T.R., B.S., University of Illinois College of Medicine.
- SAXTON, DOROTHY P. (1966)---*Assistant Professor of Occupational Therapy*
Ph.B., Northwestern University; M.A., Western Michigan
University.
- SAZONICK, NICHOLAS (1967)-----*Instructor of Sculpture*
B.F.A., Rhode Island School of Design; M.F.A., Southern
Illinois University.

*Part-time.

**On educational leave.

- SCHRIEBERG, CHARLOTTE S. (1965)-----Assistant Professor of Social Work
B.S., Westhampton College; M.S.S.W., Richmond Professional
Institute.
- SCOTCH, CHARLES B. (1968)-----Associate Professor of Social Work
B.A., Boston University; M.S.W., University of Pittsburgh.
- SEE, RUTH D. (1967)-----Assistant Professor of History
B.A., Mary Baldwin College; M.R.E., New York Theological
Seminary; Ph.D., New York University.
- SHARPLEY, JOHN M. (1967)-----Associate Professor of Biology
B.S., M.S., University of Richmond.
- SHIH, Y. CHUNG (1967)-----Instructor of Economics
M.A., Ohio University.
- SLATER, MERLE V. (1966)-----Assistant Professor of Business,
and Registrar
B.S.B.A., Washington University (St. Louis); M.A.Ed., Univer-
sity of Florida.
- SMITH, H. STUART, JR. (1967)-----Assistant Professor of Education and
Psychology
B.A., University of Richmond; M.S., Virginia Polytechnic
Institute.
- SMITH, L. WINSTON (1963)-----Instructor of History
B.A., M.A., University of Richmond.
- SMITH, RENÉ (1964)-----Instructor of Physics
B.S., Loyola University; M.S., Fordham University.
- SMITH, ROBERT L. (1966)-----Instructor of Dramatic Art
B.S., Emerson College.
- SMITH, SANFORD O. (1966)-----Assistant Professor of Engineering Technology
A.B., Mercer University; B.D., Southern Baptist Theological
Seminary; M.A., University of Louisville.
- SOLOMON, D. JACK (1967)-----Instructor of Painting
B.A., San Diego State College; M.A., San Francisco State
College.
- SPARKS, HOWARD L. (1966)-----Associate Professor of Education
A.B., College of William and Mary (Norfolk); M.A., Ed.D.,
Teachers College, Columbia University.
- STAGG, ELLA M. (1966)-----Assistant Professor of French
A.B., College of William and Mary; M.A., University of Penn-
sylvania; Ph.D., University of North Carolina; Diplome A
L'Etranger, University of Paris.

- STALNAKER, WADE O. (1955)-----*Professor of Rehabilitation Counseling
and Director of the School of Rehabilitation Counseling*
A.B., Fairmont State College; A.M., West Virginia University;
Ph.D., University of Pittsburgh.
- STEGALL, R. CARROLL (1967)-----*Instructor of Voice*
B.A., Wake Forest College; M.M. Manhattan School of
Music.
- STIERS, WALTER F. (1966)-----*Assistant Professor of Education and
Assistant Registrar*
B.S., Central Normal College (Indiana); M.S.Ed., Butler Uni-
versity.
- STINSON, MASSIE C., JR. (1966)-----*Instructor of English*
B.A., M.A., University of Richmond.
- STRICKLAND, JAMES R., JR. (1967)----*Instructor of Cooperative Distribution*
B.S., M.S., Richmond Professional Institute.
- STUMP, BILLY LEE (1966)-----*Associate Professor of Chemistry*
B.S., Carson-Newman College; Ph.D., University of Tennes-
see.
- STUTZ, EDITH C. (1965)-----*Instructor of Business*
B.S., M.S., Richmond Professional Institute.
- SYKES, MOSETTA P. (1966)-----*Instructor of Business*
B.S., M.S., Richmond Professional Institute.
- TAJUDDIN, MOHAMMAD (1966)-----*Associate Professor of English*
B.A., M.A., Osmania University, Hyderabad, India; M.A.,
University of Chicago; Ph.D., Indiana University.
- TALLEY, MARY ETHEL (1965)-----*Assistant Professor of English*
B.A., Austin College; M.A., Vanderbilt University.
- TAPLIN, JACKIE F. (1967)-----*Instructor of Psychology*
B.S., Longwood College; M.Ed., Tulane University.
- TAYLOR, JOHN S. (1965)-----*Instructor of History*
A.B., M.A., University of North Carolina.
- TEETER, SARA E. (1965)-----*Instructor of History*
A.B., University of Georgia; M.A., University of Richmond.
- TENNANT, DONALD B. (1952)-----*Professor of Music and
Head of Department of Music Education*
B.S., Ohio State University; M.M., University of Michigan;
Ph.D., University of Iowa.
- TEU, SANFORD B., III* (1967)-----*Instructor of Business*
B.A., University of Richmond; M.B.A., College of William and
Mary.

*First Semester, 1967-68.

- THAYER, EDWIN C. (1962)-----*Assistant Professor of Music (Horn)*
B.M., M.M., University of Illinois.
- THOMAS, EDWIN R. (1950, 1955)-----*Professor of Psychology and Head*
of the Department
B.A., University of Richmond; M.S., North Carolina State
College; Ph.D., Syracuse University.
- TIPTON, ROBERT M. (1966)-----*Assistant Professor of Psychology*
B.S., M.S., Richmond Professional Institute; Ph.D., University
of Missouri.
- TROPP, EMANUEL (1966)-----*Associate Professor of Social Work*
B.S.S., College of the City of New York; M.S.S.W., Columbia
University School of Social Work.
- TUCKER, WOODIE L. (1957)-----*Associate Professor of Business*
B.S., University of Virginia; M.Ed., Ph.D., University of
Pittsburgh.
- TUDOR, MARY JO (1967)-----*Instructor of History*
B.S., Richmond Professional Institute; M.A., University of
Maryland.
- UMBERGER, PAUL M. (1959)-----*Assistant Professor of Business*
B.S., M.S., Virginia Polytechnic Institute.
- VACCA, RICHARD S. (1967)-----*Assistant Professor and Assistant to the*
President
A.B., Lafayette College (Pennsylvania); M.S., State Univer-
sity of New York at Oneonta; Ed.D., Duke University.
- VLAHCEVIC, SONIA K. (1967)-----*Instructor of Music*
B.A., New England Conservatory; M.M., Western Reserve
University.
- WARD, JAMES L. (1965)-----*Associate Professor of Sociology*
B.A., M.S.Ed., Henderson State Teachers College.
- WARE, BETTY B. (1966)* -----*Instructor of Psychology and*
Assistant in Guidance and Counseling
B.A., M.Ed., Longwood College.
- WARNCKE, EDNA W. (1967)-----*Assistant Professor of Elementary Education*
B.A., Westhampton College, M.S., University of Richmond.
- WARNER, JOSEPH D. (1964)-----*Associate Professor of Psychology*
A.B., Northeastern University; M.A., Ph.D., University of
California at Los Angeles.
- WASHER, LOIS MCG. (1940)-----*Professor of Recreational Leadership*
and Chairman of School of Social Science
B.S., Carnegie Institute of Technology; M.S.S.W., Richmond
Professional Institute.

*On educational leave.

- WATSON, RUTH J. (1967)-----*Assistant Professor of Social Science*
B.A., Baptist Missionary Training School; M.A., University
of Chicago Divinity School.
- WATTS, PEGGY LEE (1956)-----*Assistant Professor of Biology*
A.B., Randolph-Macon Woman's College; M.A., Syracuse
University.
- WEBER, CRAIG W. (1965)-----*Instructor of Physics*
B.S., Muhlenberg College; M.S., Lehigh University.
- WELCH, JOEL H. (1967)-----*Instructor of Business*
B.S., B.A., J.D., Drake University.
- WELCH, RIZPAH L. (1967)-----*Associate Professor of Special Education*
B.S., Elizabeth City (N. C.) Teachers College; M.S., Ed.D.,
Indiana University.
- WELLMAN, MARY LOUISE (1956)-----*Associate Professor of Retailing and*
Acting Chairman, School of Distribution
A.B., University of Colorado; M.S., New York University.
- WHITE, THOMAS K. (1965)---*Assistant Professor of Rehabilitation Counseling*
B.S. in Psychology; M.S. in Rehabilitation Counseling, Rich-
mond Professional Institute.
- WHITESELL, J. EDWIN (1966)-----*Professor of English and*
Dean of the School of Arts and Sciences
A.B., Randolph-Macon College; M.A., Ph.D., Harvard Uni-
versity.
- WILCZEK, RONALD O. (1966)-----*Instructor of Sculpture*
B.F.A., Rhode Island School of Design; M.F.A., Yale Uni-
versity.
- WILLIAMS, CLARICE K. (1967)-----*Instructor of Organ*
B. Sacred Music, Illinois Wesleyan University; M. Sacred
Music, Union Theological Seminary of Sacred Music (New
York).
- WILLIAMS, JACKIE G. (1957)-----*Assistant Professor of Business*
B.S., Madison College; M.S., Richmond Professional Institute.
- WILLIAMS, MILLICENT J. (1966)-----*Instructor of Business*
B.S., M.B.A., Florida State University.
- WILLIS, H. DAVID (1956)-----*Associate Professor of Business*
B.S., University of West Virginia; M.Ed., Virginia Polytechnic
Institute.
- WILSON, R. SHADE (1963)-----*Instructor of English*
B.A., M.A., University of Richmond.

- WINDMUELLER, OTTI Y. (1953)-----*Assistant Professor of Fashion and
Head of Department of Fashion
Journeyman Costume Designer, trained in Germany; B.F.A.,
Richmond Professional Institute.*
- WINEBRENNER, DANIEL K. (1967)-----*Instructor of Arts and Crafts
B.F.A., M.F.A., Rochester Institute of Technology.*
- WISE, NANCY A. (1967)-----*Instructor of Art
B.A., Marygrove College (Michigan); M.A., Villa Schifanola,
Italy; M.F.A., Wayne State University.*
- WOLFE, ELEANOR V. (1957)-----*Assistant Professor of Occupational Therapy
B.S., Woman's College, University of North Carolina; M.A.,
Texas Woman's University; Certificate in Occupational
Therapy, Richmond Professional Institute.*
- WOODSON, JULIET L. (1944)-----*Associate Professor of Foreign Languages
and Head of the Department
A.B., Westhampton College; M.A., Columbia University.*
- WOOFTER, LINDA KAY (1967)-----*Instructor of English
B.A., Stetson University; M.A., University of North Carolina.*
- WRIGHT, KEITH C. (1957)-----*Professor of Rehabilitation Counseling
A.B., M.A., Marshall College.*
- WUSLICH, MILDRED L. (1963)-----*Assistant Professor of Music (Piano)
B.M., M.M., Conservatory of Music, University of Cincinnati.*
- YANG, YUA-YUAN (1967)-----*Assistant Professor of Chinese
B.A., National Chen-Chi University; M.A., National Sun
Yat-sen University, M.A., Visva-Bharati University, India.*
- ZITTA, VICTOR L. (1967)-----*Assistant Professor of Engineering Technology
B.S., Virginia Polytechnic Institute; M.S., Iowa State Uni-
versity.*

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Agee, Thomas H., Jr., B.A.	Advertising
Ailor, William H., Jr., B.S., B.Ch.E.	Mathematics
Allen, Everette G., Jr., B.A., LLB.	Political Science
Allen, Marion St. Claire, II, B.A., C.P.A.	Business
Ampolo, O'Dean	Physical Education
Atkins, Albert L.	Business
Baker, Colin, B.S., Ph.D.	Physical Science
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Bishop, Austin F., Jr., B.S., M.S.	Mathematics
Blake, Herman F., Jr., B.S.	Engineering Technology
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Boykin, J. Reese	Music
Brocklehurst, Robert L., Jr., B.A., M.S.	Rehabilitation Counseling
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Bruner, John L., B.A.	Sociology
Bryant, Vincent L.	Retailing
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Burley, Carlton E., A.B., M.S.Ed., M.S.	Mathematics
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Bush, Francis M., B.S., M.S., Ph.D.	Biology
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Canady, C. Ray, B.S.	Psychology
Cantor, Leo J., B.M.E.	Engineering Technology
Canup, Robert E., B.A.	Engineering Technology
Carlyon, Eleanor R., B.F.A.	Fine Art
Carmack, Shelburn, B.A.	Health Education
Carrington, William T., B.A., M.A.	History
Cauble, Clarence R., R.R.L.	Business
Centor, Arthur, B.S., M.S., Ph.D.	Psychology

Childress, Myrna H., B.S.	Business
Choate, McLin S., Jr., B.S., M.S.	Psychology
Christian, Clyde W., Jr., B.S., D.V.M.	Biology
Cochran, Earl C., Jr., B.S.C.E.	Engineering Technology
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Cook, Martha Sue, B.S.E.	Library Science
Cossitt, F. D., B.A.	Art
Craig, H. Lee, Jr., A.B., M.S., Ph.D.	Chemistry
Creech, Henry B., B.S., M.A., Ph.D.	Education
Crough, David G., B.S., M.A.	Psychology
Csaky, Tibor, B.S.	Advertising
Cudlipp, Alice V., B.A.	English
Cumming, Bruce A., B.A., M.A., Th.B., Th.M., Th.D.	Religion
Cutler, S. James, B.S., M.S.	Rehabilitation Counseling
David, John C., A.B., M.S., Ph.D.	Chemistry
Davis, Howard E., A.B., M.A., Ph.D.	Political Science
De Ved, G. Richard, B.E.S. in E.E.	Engineering Technology
Diffenbacher, George I., B.S., M.S.W.	Sociology
Dofflemyer, Alfred A., B.A., M.A.	Rehabilitation Counseling
Doyle, Ruth B., B.S.	Fashion Design
Dunn, Elisabeth O., Diploma	Russian
	French
Durrett, Joseph R., Jr., B.S.C.E.	Engineering Technology
Edwards, Horace H., LL.B.	Political Science
Ellington, Evelyn H., B.A.	Business
Ellsworth, Rebecca V., A.B., M.Ed.	Education
Elrick, Fred, B.S.	Advertising
Elrod, Maynard L., B.S.C.E.	Engineering Technology
Emory, Samuel T., Jr., A.B., M.A., Ph.D.	Geography
Enoch, Lloyd W., A.B. Ed.	Distributive Education
Evans, Wade V., Jr., B.E.E.	Engineering Technology
Faber, J. Albert, B.A., M.A.	Marketing
Falke, Claire E., B.S., M.S.	Psychology
Feng, Li-Jen, B.Comm., M.A.	Chinese
Ferratt, Thomas L., A.B., B.S., F.A.	Business
Flowers, Ann M., M.S., Ed.D.	Education
Forrest, Joyce T., B.S.	Business
Fouts, J. Samuel, B.A., LL.B.	Advertising
Fowler, Walter L., Jr., B.S.	Business
Franklin, Mary Anne, B.A., M.A.	Education
Fricke, Charles H., III, B.A., M.A.	Advertising
Friend, Rosemary S., B.A.	English
Fritz, Chester E., B.S.	Physical Education
Fulton, Kenneth J., B.S., C.P.A.	Business

Funkhouser, James B., B.S., M.D.	Rehabilitation Counseling
Gasque, Thomas N., A.B., LL.B., LL.M.	Business
Gayle, William E., Jr., B.S., M.D.	Business
Geaslen, John W., B.S.	Advertising
Gillespie, George G., Jr., B.S.	Retailing
Glenn, Barbara M., B.A., M.A.	English
Gorin, Lewis J., Jr., A.B., LL.B.	Business
Greenberg, Marilyn S., B.A., M.A.	English
Griffis, Robert J., B.A., M.A.	Economics
Guines, James T., B.S., M.S., Ed.D.	Education
Hailey, Grover C., B.F.A.	Communication Arts
Hall, Richard E., B.S.	Communication Arts
Hanenkrat, Frank T., B.A.	English
Hardy, Rives S., B.A., M.T.S.	Mathematics
Harold, John J., B.S., M.A.	Psychology
Harper, Robert M., B.S. in D.E., M.S.	Distributive Education
Harshbarger, John H., B.S.C.E., M.S.	Business
Hart, Peggy D., B.A.	Spanish
Harvey, Ann M., A.A., B.S., M.Ed.	Sociology
Hasker, Richard E., B.S., M.A.	English
Hawner, Pierre H., B.S., B.B.A.	French
Heinz, Edward R., B.S.	Business
Held, Irving I., Jr., B.S., C.L.U.	Business
Held, Lewis I., B.S., C.L.U.	Business
Hemphill, Harold L., A.B., Th.B., M.A.	English
Herring, John M., M.D.	Rehabilitation Counseling
Highfill, C. Page, B.Arch.	Engineering Technology
Hobson, Melvin C., Jr., B.S., M.S., Ph.D.	Chemistry
Hofheimer, Norma J., B.S.	Business
Hogrefe, Roy A., B.A., M.A.	Sociology
Hollans, Irby N., Jr., B.S.	Advertising
Holt, Garland L., B.S.	Mathematics
Houston, Anne F., B.S., M.S.	Rehabilitation Counseling
Howell, Raymond P., B.Arch., M.C.	Engineering Technology
Hubbard, Bryon B., Jr., B.S.	Engineering Technology
Hudson, Lewis P., B.S.S.A.	Business
Huff, Kenneth H., B.F.A.	Advertising
Hughes, James E., B.A., M.C.	Economics
Hughes, John L., B.S.	Business
Hughes, William J., C.P.A.	Business
Jacobs, Harry, B.A.	Communication Arts
Johnson, Carl W., B.S., M.C.	Business
Johnson, James D.	Engineering Technology

Johnson, Raymond O., B.S.E.E.	Engineering Technology
Johnson, Robert S., B.A., Ph.D.	Economics
Johnson, Thomas A., B.A., M.A.	Political Science
Jolly, William M., Jr., B.A.	Business
Jones, Elizabeth H., B.A.	Spanish
Karnes, Donald M., B.S., M.S.	Biology
Kauffman, Ethel K., B.S., M.A.	Education
Keener, Dorothy Ogden, B.A., M.Ed.	English
Keesecker, Gary R., B.S.E.E.	Engineering Technology
Kerby, Merle D., Jr., B.A.	Sociology
King, Irving R., B.S.	Physics
Klugman, Howard	Retailing
Langley, Thomas W., A.S., B.S.	Engineering Technology
Lassiter, James D., B.S.M.E.	Mathematics
Law, Jerry F., B.F.A.	Interior Design
Lawson, Douglas M., B.A., B.D., Ph.D.	History
Layton, Leroy E., B.S., M.B.A.	Business
Leaghty, Clark D., B.S.E.E.	Engineering Technology
Lee, St. George T., B.A.	Business
Lee, William M., B.A., M.S.	Psychology
Liberto, I. Peter,	Italian
Lide, Betty H., B.A.	Music
Limbrick, David D., B.S.	Business
Lubman, Melvin V., B.A., M.A.	Business and Psychology
Lyman, Theodore E.	Marketing
Marks, Robert R., B.S., M.A., Ed.D.	Education
Marlow, Willard C., B.S.	Advertising
Marsh, Madge H., B.A.	Business
Martin, A. Edwin, B.S., M.S., Ph.D.	Chemistry
Mather, Mary Elizabeth, B.A.	Library Science
Matthews, Thomas L., Jr., B.A., M.A.	Psychology
Matney, Richard, B.S.	Sociology
McAfee, Wayne R., B.S., M.B.A.	Marketing
McAleer, Charles A., A.B.	Psychology
McConnell, Malcolm P., Jr., B.A., M.Ed.	Education
McFee, Charles B., Jr., B.S.	Marketing
McIver, Malcolm C., Jr., A.B., B.D., Ph.D.	Sociology
McVey, George J., B.S., B.A.	Mathematics
Meadors, George S., B.A.	Engineering Technology
Meck, A. Craig, B.S.I.E., M.S.I.E.	Business
Merritt, Charles H., B.S., M.S.	Rehabilitation Counseling
Miller, Arthur G., Certificate	Engineering Technology
Miller, William O., B.S.A., M.S., Ph.D.	Biology
Minter, K. Dianne, B.S.	Mathematics

Monk, Clarence, B.A., B.S., M.A., Ph.D.	Mathematics
Monsell, Helen A., B.A., M.A., Litt.D.	Education
Moody, Juliette F., A.B., M.Ed.	Education
Moore, Dorothea M., B.A.	Business
Moore, Samuel J. T., Jr., B.A.	History
Morbitzer, Kurt M., S.A., M.D.	Occupational Therapy
Morgan, Evan, B.S., M.S., Ph.D.	Chemistry
Mosher, Betty P., B.S.	Business
Motley, Hester C., A.B., M.Ed.	Education
Motto, K. Earl, B.S.B.	Business
Munyan, Merrill C., A.B.	History
Nazario, Ismael, B.A., M.S.	Psychology
Ober, Marjorie B., B.S.	Business
Ooghe, A. Edward, Jr., B.A., M.Ed.	Education and Physical Science
Ott, Matthew N., Jr., A.B., LL.B.	Business
Ottenbrite, Nancy Louise, B.A., M.S.Ed.	Education
Owen, Aubrey J., B.S., LL.B.	Business
Owen, Sam A., B.S., M.Ed.	Business and Mathematics
Oxenham, Thomas H., Jr., LL.B.	Business
Pace, Raymond B., Jr., B.S.I.E.	Economics
Paessler, Alfred H., B.S.	Political Science
Pastuhov, Catherine B.A., Ph.D.	Russian
Peachee, Charles A., Jr., B.A., M.S.	Sociology
Pembroke, Albert N., B.S.	Engineering Technology
Perry, Donald E., B.A., M.A.	Economics
Peters, Keith W., B.A.	English
Phillips, Mary D., B.A.	Speech
Pilkinton, Pat, B.A., M.A.	English
Pitts, H. Douglas, B.S., M.A., M.Ed.	Education
Pitts, Roland L., B.S., M.P.H.	Education
Pleasants, Grace M., B.S., M.S., M.Ed.	Education
Powers, Douglas F., B.S., M.D., M.S.	Education
Pross, Irene D.	French
Puckett, Roy N., B.A., M.A.	Education
Purcell, Thomas W., Jr., B.A., M.S.	Psychology
Radford, Gerald C., B.S.	Advertising
Rhinesmith, William D., B.A., M.A.	History
Richardson, Straughan S., B.A., M.A.I.	Business
Riese, Walther, B.S., M.D.	Psychology
Roberts Thomas C., B.M.E., C.P.E.	Engineering Technology
Robertson, Donald P., B.S.	Engineering Technology
Robertson, Thomas M., B.S., M.S.	Distribution
Romanoff, Stephen V., M.S., Ph.D.	History
Routon, Charles R., B.S., M.A.	History

Rutledge, Warren S., B.S.	Education
Sahli, Muhammad S., B.S., Ph.D.	Chemistry
St. Clair, Guy L., B.A., M.S.	Library Science
Sale, Marian M., B.A., M.A.	English
Sartain, Sarah M., B.A.	History
Schroetter, Hilda N., A.B., M.A.	English
Schwartz, Helen, B.S.	Business
Seward, William H., B.S.	Psychology
Shaw, Judith, B.S.	Physical Education
Sheffield, Martha M., B.S., M.S.	Nursing
Sherman, Ludwell E., B.S., M.A.	Physical Education
Shull, Don L., B.A., Ph.D.	Chemistry
Shull, Frank P., A.B., M.A.	Sociology
Siefferman, Richard L., B.S. Comm.	Education
Sims, Allene B., A.A., B.Ed., M.S.	Education
Slough, Carlton M., Certificate	Engineering Technology
Smith, Charles C., M.D., F.A.C.S.	Rehabilitation Counseling
Snavelly, George Y., B.S.	Engineering Technology
Snellings, Eleanor C., A.B., M.A., Ph.D.	Economics
Somma, Nicholas A., B.A., M.A.	Engineering Technology
Spagnolo, Joseph A., Jr., B.S., M.A.	Biology
Spangenthal, Mary, B.A., M.A.	Education
Spiers, Helen H., B.S.	Music
Spital, Elinor E., B.A., M.A.	Education
Sternfield, Louis I., B.S., M.A., Ed.D.	Hebrew
Subramanya, B. S., B.S., B.E.M.E., D.I.I.S., M.S.	History
Sutton, Leonard F., B.S., M.A.	Education
Taylor, Hubert H., B.S., M.S.	Physical Science
Tew, Gilbert W., B.S.M.E.	Engineering Technology
Thompson, Clyde M., B.S., M.C.	Marketing
Towell, Richard L., B.S., M.A.	Mathematics
Tracy, Frank E., P.E.	Engineering Technology
Troubetzkoy, Ulrich, A.A., B.A.	English
Tubbs, N. Grant, B.S., M.Ed.	Education
Tucker, Neda B., B.S., M.Ed.	Business
Ullman, Maurice J., B.S.	Interior Design
Vaughan, Anne W., B.S.Ed., M.S.Ed.	English
Velier, Maynard John, B.S.	Sociology
Verelle, Eva R., B.S., M.S.	Business
Viar, Claudia H., B.S.	Business
Vogel, E. Ross, Assoc. of Arts	Business
Wagner, Rudolph F., B.S., M.A.	German & Education
Walker, Charles B., Certificate, C.P.A.	Business
Walker, Flavius B., Jr., B.A.	Business and Sociology

Ward, Henry Dillard, B.S., M.S.Ed.	Physical Science
Ware, Peggy M., B.A., M.A.	Business
Weber, Nelson E., B.A.	Psychology
Weisberger, Herbert, B.S.	Sociology
Welker, Donald L., B.S., M.B.A.	Economics
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Whitehead, Helen B., B.F.A.	Art Education
Whiting, Warren A., B.S.M.E.	Engineering Technology
Williams, Walter J., B.S.	Biology
Williamson, George T., B.S., M.S.	Business
Wimbish, William L., LL.B.	Business
Winder, Manrid Lee, B.S., C.P.A.	Business
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Wooten, Dal F., B.A., M.A.	English
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Wygall, Fred O., A.B., M.A.	Education
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The College encourages visits to the campus. The Administrative offices are open Monday through Friday from 8:00 to 4:30. Visitors desiring interviews with members of the staff should make appointments in advance. Telephone 358-7061.

